



Job Description

Teacher's Aide

Schedule: Mon-Fri Hours: 10:00 AM – 3:00 PM September – June
Some flexibility available

Nativity Preparatory Academy is a tuition-free, private Catholic Middle School for grades 5 through 8 located in Rochester, NY's South Wedge neighborhood. All students at Nativity are previously under-served and prepared to work hard and desire a successful academic future. Nativity utilizes the Nativity Miquel model of an extended school day and school year to ensure that students are given the social/emotional and academic tools needed to succeed. In addition to academic goals, Nativity focuses on instilling values of respect and creating a positive, safe environment for students to grow and learn.

For more information about Nativity, please visit our website www.nativityrochester.org.

Overview:

- Under the formal supervision of the Principal and the informal direction of teachers, works with individual students or small groups of students to reinforce learning of materials and classroom activities
- Monitors student behavior and ensures school and classroom rules are followed
- Supervises students in class, between classes, and during lunch and recess
- Recognizes actual and developing situations that require attention and responds appropriately
- Actively engages with students in a professional manner to develop trust while maintaining boundaries
- Demonstrates initiative; knows what's going on and reacts as needed
- Is a strong communicator keeping Principal, teachers and others informed; knows when to ask for help
- Has an organized approach to getting things done; a comfortable multi-tasker
- Willingly helps out with activities on the go

Qualifications

- Associates or bachelor's degree; experience in education or related preferred; HS degree with relevant experience also considered
- Experience interacting with youth
- Demonstrated employment reliability
- An authentic commitment to Nativity Preparatory Academy and its mission
- Clear background check required
- Must perform daily moderate physical activity including stairs

FOR CONSIDERATION, CONTACT PAULA DOLAN, DIRECTOR – SPECIAL PROJECTS AT
pdolan@nativityrochester.org.