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**Position:** Instructional Aide

**Position Description:** Archbishop Hoban High School seeking an Instructional Aide for the 2025-26 school year. Under the guidance of the Coordinator of the Holy Cross Pathways Program, the Instructional Aide will provide individualized support to students with intellectual disabilities by the modification of curriculum, facilitating classroom activities and ensuring each student's needs are met. This is a full-time 10-month salaried position.

**About the Holy Cross Pathways Program:**

The Holy Cross Pathways Program at Archbishop Hoban High School is a new, specialized program designed to serve students with intellectual disabilities. This program with a modified curriculum provides individualized academic, social, and personal support to ensure students with diverse learning needs thrive in a high school environment. Rooted in the values of the Holy Cross tradition, the program emphasizes inclusivity, perseverance and the belief that every student is capable of meaningful growth and achievement.

**Position Responsibilities:**

- Modify classroom assignments, materials or tasks to accommodate specific learning needs.
- Provide one-on-one or small group instruction to reinforce concepts taught in the classroom.
- Monitor students during class activities, ensuring they are engaged, safe and following instructions.
- Facilitate group learning or social interaction opportunities, fostering inclusion and collaboration with peers.
- Assist with managing classroom routines and transitions, ensuring students are comfortable and on-task.
- Monitoring student behavior and implementing positive behavior support strategies.
- Assist with transitions between activities.
- Work closely with the classroom teachers to ensure a consistent approach to student care and instruction.
- Participate in ETR/IEP and meetings and provide input on the progress and needs of each student.
- Assist in tracking and documenting students' progress in both academic and personal development.
- Support the Coordinator of the Holy Cross Pathways Program in the development and growth of the program.

**Position Qualifications:**

- High school diploma or equivalent is required, bachelor's degree in education or relative field is preferred.
- Valid Ohio educational aide permit.
- Proven experience working in a school setting.
- Effective communication with students, teachers and parents is crucial.
- Patience and ability to work with diverse learners.
- Ability to follow directions and implement lesson plans effectively.
- Ability to maintain confidentiality and adhere to ethical guidelines.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and Federal Bureau of Investigation are required.

**Benefits:** In support of our employees and their families beyond the classroom we offer a comprehensive benefits package that includes medical, dental, vision, life insurance, an employee assistance program, generous sick time,

personal and professional paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts and year-long spiritual engagement opportunities.

We invite qualified candidates to complete our online application at [www.hoban.org](http://www.hoban.org) and to include a cover letter and resume. Posting will remain open until Monday, February 17, 2025.