Teaching Aid

Job description

The Teaching Aid at our Catholic School plays a vital role in supporting elementary grade classrooms by assisting individual students and classroom teachers. With a primary focus on preschool elementary levels, the assistant enhances learning through direct student support and leads small group instruction while rotating between classrooms under teacher supervision. Daily interaction with parents ensures a collaborative environment fostering student growth.

Responsibilities

- Provide classroom support to teachers in preschool grade classrooms
- Assist individual students with academic and behavioral needs
- Lead small group instruction to reinforce learning objectives
- Monitor and support positive student behavior throughout the school day
- Communicate regularly with teachers to align on student progress and needs
- Engage in daily interaction with parents to discuss student development
- Rotate between classrooms as needed to provide consistent support

Preferred Qualifications

- Knowledge of classroom management techniques
- Understanding of child development principles
- Strong communication skills for effective interaction with students, teachers, and parents
- Patience and ability to work empathetically with young learners

Cook

Job description

We are looking for a reliable, respectful cook to prepare daily meals for a community of roughly 20 sisters. Additional flexible hours are available for housekeeping duties if you are looking for more time.

Key Responsibilities

- **Cook & Serve:** Prepare wholesome, well-balanced daily meals for ~20 people.
- **Kitchen Upkeep:** Clean work surfaces, wash dishes, and maintain a safe, sanitary kitchen.
- **Inventory:** Track supplies and help with grocery lists.
- **Housekeeping (Optional):** General cleaning, laundry, and light tidying in common areas.

Requirements

- Experience cooking for groups or in a residential/community setting.
- Knowledge of basic food safety and hygiene.
- Punctual, self-motivated, and respectful of a quiet religious environment.
- Ability to stand, bend, and lift up to 30 lbs.