

Summary

Assists teachers with curriculum planning, supervision, and teaching of children in a classroom setting; assists in presenting and reinforcing learning concepts.

Duties and Responsibilities

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
3. Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
4. Prepares various teaching aids for use in classroom under the direction of the teacher, including activity sheets, drawings, and similar handouts.
5. Presents subject matter to children, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
6. Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
7. Assists children individually or in groups, with lesson assignments to present or reinforce learning concepts.
8. May lead, guide, and train volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
9. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.
- Applicants for Preschool, Pre-Kindergarten, and Aftercare Aide positions must be willing to
 - Apply for City Child Care License
 - CPR/First Aide Child/Adult
 - Take necessary to be certified through Idaho Stars (Safe Sleep Course and Continuing Education)
 - TB Test

HFCS Aide Job Description

- State Background Check

Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.



ROMAN CATHOLIC DIOCESE OF BOISE

Application for Employment at Catholic School

The Diocese of Boise is an equal opportunity employer. The Diocese of Boise recruits, hires and promotes on the basis of merit, competence and qualifications, without being influenced by race, color, sex, age, marital status, national origin, disability or veteran status. The diocese reserves the right to be the sole judge of merit, competence and qualifications and may favor Catholic applicants and co-workers in all employment decisions.

- New Applicant
- Rehire within Diocese
- Transfer within Diocese

Personal Information

Name: First, Middle, Last
Mailing Address, City, State, Zip
Home/Cell/Message Phone #
Email Address:
Have you ever been employed by the Diocese of Boise, or any Catholic Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state when and where:
If hired, can you furnish proof that you are either a U.S. citizen, or otherwise legally permitted to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate page.
Have you ever resigned a position during a school year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever had a contract not renewed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide company names and details:

Employment Desired

Position:
If you have a valid Teaching Certificate, complete the following: Title Certificate: _____
State: _____ Date Certificate was issued: _____
Availability date: _____ Hourly rate/Salary desired: _____

Referral Source

How did you hear about this position? <input type="checkbox"/> Website <input type="checkbox"/> Idaho Catholic Register <input type="checkbox"/> Diocesan Employee <input type="checkbox"/> Diocesan website <input type="checkbox"/> Social Media _____ <input type="checkbox"/> Other _____
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Relatives/Friends

Do you have relatives or friends employed by the Diocese of Boise? If "Yes", Give name(s) and location(s). Yes No
 If yes, whom? Location? _____

Education

	Name/location of school	# of years attended	Degree received	Subjects studied/major
High School				
College or University				
Graduate School				
Professional Trade or Other				
Bilingual ability (if so, describe):				

Employment History

Include all full and part-time positions you have held for the past ten years starting with your present or most recent position.

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving
Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

Company Name	Dates of Employment (Month and Year) From: _____ To: _____
Address	Telephone
Position/Title Immediate Supervisor and Title:	Salary _____ Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Briefly describe your duties and responsibilities	Reason for leaving

Explain all periods of unemployment

References

List the names of three persons who can speak to your ability to perform the duties of the position you are seeking:

Name	Title	Address & Phone	Relationship to you

Special Skills, Interests

Please list any special skills, interests, qualifications, or accomplishments not previously noted:

Additional Comments

State any additional information you feel may be helpful in considering your application:

Resume

Have you provided your resume with this application? Yes No

Please read carefully before signing.

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term unless it is in writing and signed by an authorized diocesan representative. I understand and agree that I may resign my employment with the Diocese of Boise at any time for any reason and that my employment may be terminated at the will of the Diocese of Boise at any time for any reason. I also understand that any handbooks, manuals, policies and procedures maintained by the Diocese of Boise are not contractual in nature and may be amended or abolished at the sole discretion of the Diocese of Boise. I further understand that the employment relationship between the Diocese of Boise and its employees may be governed by canon law as well as civil law.

Prior to any formal hiring by the diocese the applicant must have successfully passed a background check.

The diocese will not deny employment to any applicant solely because the person has been convicted of a crime. The diocese, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position applied for.

Pursuant to the Immigration Reform and Control Act, the Diocese of Boise will employ only those individuals who are eligible to work in the United States. Accordingly, all new employees will be required to demonstrate their eligibility to work in the United States. Failure to do so will result in termination or revocation of the offer of employment.

I clarify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief. I authorize the Diocese of Boise to contact references provided for employment reference checks. I understand that any misrepresentation or omission of material(s) fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: _____

Date: _____

Return this application and your resume to the email address listed in the job posting or you may drop off at the Diocesan entity for which you are applying.