



Open Position: School Aide

Position Type: Full Time

Start Date: August 2019

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, NJA strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), NJA transforms students to become men and women for and with others.

School Aide Instructional Commitment:

- All school aides are required to be present each school day from 9am-5pm. The school aide will help throughout the school day in various functions such as recess, lunches, specials, after school study hall, and other activities as needed
- Required to plan lessons (if teaching a special) for their assigned classes, provide lesson plans for a substitute when necessary, and be willing to substitute for colleagues when necessary.
- Required to participate in all professional development sessions, including August Orientation, a fall retreat, Sustaining the Mission, two full days of PD during the school year, and two days in June after classes end.
- Required to participate in various school events, including Back to School Night, Open House, Retreat, Parent-Teacher Conferences, Scholarship Dinner, Posada, Professional Development Days, and Graduation.

Skills, Knowledge, Abilities:

- Be committed to the school’s mission by modeling the characteristics of a Christian servant-leader.
- Be organized and prepared for all supervisory duties (including lunch and recess)
- Participate in professional development sessions and spiritual formation reflections
- Partner with families to build a good working relationship with each family
- Use assessment data with teacher guidance to plan for small group and individual interventions
- Communicate effectively with students, parents, colleagues, and administrators
- Act as a partner with the teacher when establishing classroom rules and expectations aligned with Nativity mission.

- Learn Nativity's classroom expectations and be able to lead children in them. For example, clip chart expectations, gotcha slips, positive narration, 100%, SLANT, etc.
- Partner with the teacher to gain a full understanding of classroom data to provide direction to support academic growth of students.
- Read the weekly lesson plans to understand the daily objectives and support in preparing materials (for whole group and small group).

Position Qualifications:

Required:

- High school diploma

Preferred:

- Catholic
- Spanish speaking
- Interest in teaching or prior teaching background
- Bachelor's degree

How to Apply:

- Send résumé and cover letter to Vanessa Solis, Principal, at solisv@njms.org