



**NATIVITY JESUIT**  
A C A D E M Y

**Updated April 2020**

**Open Position:** School Aide

**Position Type:** Full Time, 10 months

**Start Date:** August 1, 2020

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 coed 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, Nativity Jesuit 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), Nativity Jesuit transforms students to become men and women for and with others.

**Position Responsibilities:**

- All school aides are required to be present each school day from 9am-5pm. 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.
- Work directly with the Academic Intervention Specialist to support student growth.
- 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.

**Position Qualifications/Characteristics:**

- 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 teachers 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 teachers 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)

**Preferred:**

- Catholic
- Spanish speaking

**How to Apply:**

Send resume, cover letter, three references to:

Vanessa Solis, Principal  
[solisv@nativityjesuit.org](mailto:solisv@nativityjesuit.org)

In the cover letter, address the following:

- What factors do you think most contribute to student success?
- Address relevant experience

Applicants that do not include a resume, cover letter and three references will not be considered a complete application and will not be reviewed.