



NATIVITY JESUIT
ACADEMY

Updated September 2020

Open Position: Long Term Substitute for K5 Classroom Assistant

Position Type: Temporary

Start Date: September 10, 2020

Estimated End Date: November 13, 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:

- Work directly with the kindergarten teacher to ensure effective instruction.
- Support kindergarten students in daily school activities, including, but not limited to breakfast, lunch, arrival, dismissal, recesses, special activities, small group work and full class instruction.
- Classroom aides are required to be present each school day from 8am-4pm
- Responsible for other school duties as discussed with supervisor.
- Required to participate in all professional development and spiritual formation sessions, including but not limited to 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 comfortable working directly with students to further their academic development.
- Be organized and prepared for all class activities.
- Communicate effectively with students, parents, colleagues, and administrators.
- Partner with families to build good working relationships.
- Hold students accountable to Nativity’s classroom expectations. For example, clip chart expectations, Magis slips, positive narration, 100%, SLANT, etc.
- High School Diploma.

Preferred:

- Catholic
- Spanish speaking

How to Apply:

Send resume, cover letter, three references to:

Vanessa Solis, Principal
solisv@nativityjesuit.org

In the cover letter, address the following:

- What factors do you think most contribute to a student's academic success?
- Address relevant experience fostering growth in children (in a school or home setting)

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