



**NATIVITY JESUIT**  
ACADEMY

**Updated October 2024**

**Open Position:** Academic Aide

**Position Type:** Full, 10 months

**Start Date:** November 1, 2024

**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:**

- Utilize assessment data with classroom teacher to plan for and implement small group and individual interventions.
- Collaborate with lead teacher to plan for and implement assessments
- Support lead teacher in classroom management
- Build and maintain relationships with students and their families
- Work on a team of academic aides to support students and teachers in daily instruction
- Be responsible for students during lunch and recess
- Be present each school day from 8:15am-4:45pm
- Support various functions of the school including specials and study hall
- 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 Back to School PD, a fall retreat, Sustaining the Mission, full days of PD during the school year, and PD 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, 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 intervention groups.
- 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, Magis slips, positive narration, 100%, SLANT, etc.
- An Associate's Degree, or equivalent, is required.

**Preferred:**

- Catholic
- Spanish speaking

**How to Apply:**

Send resume, cover letter, three references to:

John Tanner, Assistant Principal  
[tannerj@nativityjesuit.org](mailto:tannerj@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.