

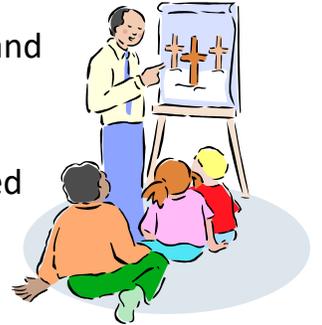


Job Description Outline

2026-2027

Catechist:

1. Fulfill all training (Basics Course/Prep Office and Archdiocesan) and PA state clearance requirements
2. Required weekly attendance, as well as meetings
3. Plan and implement weekly lesson (guidelines and plans provided by Prep Admin.)
4. Maintain discipline/coordinate assistant duties
5. Take active role in the life of the Church (attend Mass)



Assistant:

1. Fulfill all training (Basics Course/Prep Office and Archdiocesan) and PA state clearance requirements (if 18 years or older)
2. Required weekly attendance, as well as meetings
3. Review and be prepared for lesson
4. Assist with classroom maintenance/discipline
5. Maintain classroom paperwork
6. Take active role in the life of the Church (attend Mass)



Security:

1. **Weekly Attendance Mandatory**
2. Fulfill all Safe Environment requirements for PA and Archdiocese
3. Monitor/patrol school building during session (inside and out)
4. Assist with dismissal (traffic control in parking lot or street)
5. Open and/or lock building
6. Assist staff when needed

Office Assistant:

1. **Weekly Attendance Mandatory**
2. Fulfill all Safe Environment requirements for PA and Archdiocese
3. Record absentee forms for attendance
4. Assist parents and students; signing in, late students, make-ups, etc.
5. Complete and/or distribute paperwork, make copies etc.
6. Be prepared to back up a classroom Assistant

