



LEONARD CATHOLIC CHURCH & SCHOOL  
Worship • Formation • Community

## **K4 Classroom Aide**

Be a part of an amazing staff and community of learners. St. Leonard School is seeking a faith-filled, energetic, student-centered Part-Time Classroom Aide to support our K4 classroom. This will be a paired job position for a forward thinking and collaborative person looking for part time work hours with a split week or split day schedule. You can help make a big impact on the students of St. Leonard School!

Our classroom aides are responsible for working with the teachers in the implementation of daily activities, assisting in the care of the children, and providing a nurturing environment that is in line with our mission that we are growing as Catholics in the image of Jesus Christ through worship, formation and community.

### **Key Responsibilities**

- Enthusiasm, energy, and passion for working with early childhood students
- Excellent communication skills with students, parents, and staff
- Ability to keep multiple projects moving and on target
- Assist the lead teacher with daily lessons and classroom activities as directed
- Provide support to students in small groups, learning centers, and one-on-one settings
- Prepare instructional materials and organize classroom spaces to help maintain smooth routines and transitions
- Monitor and guide students in the classroom as well as during recess, lunch, and other assigned supervision times
- Encourage early development in literacy, math skills, and social learning through age-appropriate support

### **Qualifications**

- Committed to the values of Catholic education
- High School Diploma required, Early Childhood and/or Special Education licensing preferred
- Experience working with young children

- Patient, caring, and supportive personality
- Driven to meet the needs of all learners
- Dedication to supporting the mission and values of St. Leonard School
- Function according to the policies of the St. Leonard Congregation Employee Handbook and the “Code of Ethical Standards” of the Archdiocese of Milwaukee
- Safe Environment requirements met and maintained

**How to apply**

Email or mail your resume, cover letter and application to

Laura Bisher

St. Leonard School Principal

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