



216 North Hill Street • South Bend, IN 46617 • 574-234-0451 • www.stjosephgradeschool.com

SJGS POSITION DESCRIPTIONS

July 1, 2017

Instructional Aide

Instructional Aides help and support the classroom teacher. While there are many potential duties, a few are listed below:

- working with small groups of students for enrichment and remediation in math and language arts
- creating/making models for centers and projects
- assisting with student needs
- assisting in daily literacy stations and centers

Kindergarten Aide

Monday – Friday

8:00 AM – 3:00 PM

(Benefits eligible)

1st Grade Aide

Monday – Friday

8:00 AM – 11:30 AM

Lunch Aide

Monday & Friday only

10:30 AM – 1:30 PM

The Lunch Aide will:

- Serve hot lunch
- Work with vendor to ensure smooth operation
- Keep track of supplies and request more in a seamless way
- Help in the lunch room while students are eating
- Clean equipment and serving area
- Work well with parent volunteers
- Communicate well with everyone, adults and children



2011 National Blue Ribbon School

*Educating hearts and minds in the
Holy Cross tradition since 1854*



2011-2016 Indiana Four Star School