



# St. Ignatius Catholic School

Holy Apostles

6180 N. Meridian Road, Meridian, Idaho 83646

[www.stignatiusmeridian.org](http://www.stignatiusmeridian.org)

208.888.4759

Thank you for your interest in a position at St. Ignatius Catholic School. Please complete the following application and return all items to St. Ignatius Catholic School.

1. A cover letter explaining why you are interested in this position
2. Roman Catholic Diocese of Boise Application for Employment
3. Resume
4. Completed applicant questions (attached)

Once your application packet has been received, you will receive a confirmation email. Incomplete packets will not be accepted. If you have any questions or would like additional information about the hiring process, please call or email me.

Sincerely,

Andi Kane

St. Ignatius Catholic School Principal

Email complete materials (preferred method) to: [employment@stignatiusmeridian.org](mailto:employment@stignatiusmeridian.org)

Mail packets to:

St. Ignatius Catholic School  
6180 N. Meridian Rd.  
Meridian, ID 83680

Phone: 208-888-4759

**POSITION TITLE:** Paraprofessional



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**JOB SUMMARY:** Paraprofessionals/Classroom Aides assist classroom teachers in the instruction and supervision of children.

**REPORTS TO:** School Principal

## **DUTIES & RESPONSIBILITIES:**

- Supports the mission and philosophy of St. Ignatius Catholic School through speaking, acting, and instructing in a manner consistent with the teachings of the Catholic Church. <http://www.stignatiusmeridian.net/Mission-and-Philosophy>
- Supports the academic design of the school with its strong emphasis on high individualization and care for every student. <http://www.stignatiusmeridian.net/curriculum>
- Adheres to the Code of Conduct and to the policies and procedures of the school and the Catholic Diocese of Boise.
- Desires to grow in a personal faith, and strives to model the teachings of Jesus in attitude and example.
- Assists and participates in school faith activities such as Mass, prayer, retreats, and service projects.
- Maintains professional, cooperative, and friendly relationships with students, parents, visitors, and all staff.
- Maintains professional confidentiality at all times.
- Assists classroom teachers and other school personnel with classroom instruction.
- Assists in shared student supervision duties such as recess, lunch, drop-off and/or pick-up when assigned.
- Attends and participates in meetings and trainings as requested.
- Cultivates a classroom environment where students feel welcome, loved and safe.
- Performs other duties as necessary to the position or as specified by the Principal.

## **QUALIFICATIONS:**

- Experience working with children
- Able to communicate effectively in both written and verbal form
- Practicing Catholic or willing to uphold the teachings and traditions of the Catholic Church

## **COMPENSATION:**

- Determined by experience and qualifications



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## St. Ignatius Catholic School Applicant Questions

Please answer the following questions and return with your application packet.

1. Why do you want to work at St. Ignatius Catholic School?
2. How does your spirituality influence the way you interact with people?
3. Explain how you approach personal growth.
4. If selected to be a member of the first St. Ignatius staff, what unique gift, talent, strength, or interest would you bring to the community?

Please select your desired position/positions. Mark all that apply.

- ☐ Classroom Aide
- ☐ Before School Care Provider
- ☐ After School Care Provider