

Position(s) open at Father Marquette Catholic Academy:

To apply for position, please forward resume and credentials to

Dr. Jessica Betz, Principal, Father Marquette Catholic Academy

500 S. Fourth Street

Marquette, MI 49855

E-mail: jbetz@fathermarquette.org

Phone: (906) 225-1129

Elementary Aide Position**Essential Functions:**

- AA or BA in Early Childhood required
- Adapt classroom activities, assignments and/or materials (e.g. art projects, computer, language skills, etc.) for the purpose of supporting and reinforcing classroom goals and objectives.
- Administer classroom assignments for the purpose of supporting teacher in the instructional process.
- Assist students, individually or in small groups, with lesson assignments (e.g. read stories, providing writing assistance, reinforce language skills, numbers, alphabet, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Communicate with teachers for the purpose of assisting in evaluating progress and/or implementing classroom objectives.
- Approximate hours – 11:00am-2:30pm when school is in session

The school offers an excellent Catholic education for students in pre-school through grade 8. We are looking for an aide to instill Catholic values in each of our students while fostering a caring and nurturing environment.

All interested candidates should contact Dr. Jessica Betz at jbetz@fathermarquette.org

Required Materials:

1. Cover Letter

2. Resume

3. Completed Marquette Diocese Application:

<http://www.dioceseofmarquette.org/UserFiles/File/PolicyManuals/DiocesanPolicies/Administrative/PMA-081.pdf>

* Posting expires February 25, 2020