

St. Francis de Sales Central Catholic School

Morgantown, WV

Primary Classroom Aide

St. Francis de Sales Central Catholic School is seeking a Primary Classroom Aide for the 2026-2027 school year. All applicants should send a cover letter and resume to the Principal, Mrs. Barb Been, at bbeen@sfccs.org or mail/deliver to her attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

PAY GRADE: Hourly - St. Francis de Sales Central Catholic School Pay Schedule

POSITION OBJECTIVE: The Primary Classroom Aide supports the lead teacher in fostering a safe, nurturing, and faith-filled learning environment for young children in alignment with the mission of Catholic education. This role assists in the implementation of developmentally appropriate activities that promote the spiritual, social, emotional, and academic growth of each child. The aide helps maintain a structured, caring classroom, supports daily routines, encourages positive behavior, and maintains professionalism while collaborating with teachers, staff, and families.

DUTIES & RESPONSIBILITIES:

(These duties are a representative sample; position assignments may vary)

- Work with and assist the lead teacher in creating a supportive learning team for students in the classroom.
- Assist the lead teacher in imparting classroom instruction based on a predefined curriculum
- Create a schedule with the primary teachers for different support times, with each teacher in various classrooms.
- Maintain a safe and organized classroom environment for children
- Assist the lead teacher in ensuring the physical, social, cognitive, and educational excellence of children
- Ensure that the classrooms are aesthetically attractive so that students enjoy their surroundings while learning lessons
- Provide support to the lead teacher in planning lessons and daily activities based on the principles of child development
- Ensure the development of positive relationships with children with a view to promoting self-esteem and self-discipline

- Observe each child to assess skills, interests, and needs, and use this information to facilitate individual learning and growth
- Record any important observations regarding student development and ensure that they are communicated to the lead teacher
- Assist the lead teacher in handling evaluations and creating reports
- Provide comfort to distressed children through compassion and tact
- Assist children in arriving at school and accompany them to their classrooms
- Provide children with support during lunchtime and ensure that their nutritional needs are fulfilled
- Oversee children to make sure that they are safe during outdoor activities
- Assume the lead teacher's role in the absence thereof
- Record attendance and ensure that attendance data is entered into the school database
- Support and uphold the mission and values of the Catholic Church and the school.
- Model Christian values in interactions with students, families, and staff.
- Participate in school events, meetings, and professional developments as appropriate.
- Other duties as assigned

EDUCATION & EXPERIENCE:

- Preferred degree or higher in the area of early childhood from an accredited institution; or currently in the process of obtaining a degree in the field of early childhood education; or willing to take necessary coursework to obtain certification or degree in the area of early childhood education
- Meet teacher aide requirements of the school, district, and state, including all certifications and/or degree in the area of early childhood education
- Relevant experience working in an early childhood setting

KEY COMPETENCIES (position requirements at entry):

- Self-motivation
- High energy level
- Attention to detail
- High work standards
- Problem-solving
- Decision-making
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates