



Program Overview:

Over the past two decades, Marian High School has developed a robust Learning Strategies Department in response to the increasing number of students in our community with learning exceptionalities. During this time, the Learning Strategies Department has maintained a reputation for excellence, professionalism, and compassion. Children who attend Marian with Individual Education Plans (IEPs) are welcomed into the Marian Family, and the gifts they bring to our community are valued and nurtured by students and teachers, alike.

The Bernadette Scholars Program is an extension of our Learning Strategies Department and rooted in our Catholic mission. The program is specifically designed to serve a small cohort of students who will focus on tangible goals, such as living independently or maintaining employment, while participating in all events and activities in our school community. [Click here to learn more.](#)

Position:	Instructional Assistant- Bernadette Scholars Program
Reports To:	Department Chair and Principal
Basic Function:	Assist certified staff to perform instructional and support tasks related to the students' educational development within the total school environment.
Compensation:	Hourly - rate dependent upon degree and experience

Qualifications:

- Applicants must be willing to fulfill the mission of Marian High School, a Catholic, diocesan high school:
 - *Marian High School challenges students to spiritual and moral growth, academic and physical excellence, and social maturity. As a Catholic community, Marian values the sanctity and individuality of each student and strives to live the example set by Jesus Christ as teacher and servant.*
- Applicant must be willing to present curriculum and instruction through the lens of the Catholic faith.
- High School diploma. Degree or experience in a related field preferred.
- Ability to pass a background check and complete Safe Environment Training.

- Strong communication and interpersonal skills.
- Basic clerical and record keeping skills.
- Familiarity with basic first aid and workplace safety.
- Must be able to maintain confidentiality and follow educational laws.
- Must possess the ability to attend work as scheduled and be a positive role model for all Marian students.

Duties:

- Perform routine tasks in monitoring and assisting student progress in classroom and other school activities.
- Assist inclusion teacher and Learning Strategies teacher in adapting lessons to meet CSEP goals.
- Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
- May be required to help manage behavior.
- May assist students with clothing, movement, personal care and toilet usage.
- Aid students with special learning needs by administering remedial work.
- Assist teaching staff in the development of teaching aids and materials.
- Implement instruction as designed by Learning Strategies Staff
- Collect data as related to each student's CSEP
- Supervise students in halls, study halls, libraries, cafeteria, and entering and exiting the building.
- Assist in organizing and monitoring recreational activities.
- Assist in the teaching and development of prevocational and vocational skills
- Participate in religious activities with Scholars
- Accompany groups of students on field trips and other outings.
- Perform basic clerical tasks for teachers (catalog, sort, file, assemble, reproduce and distribute classroom materials, collect money, check out equipment)
- May also occasionally assist neurotypical students at classroom teacher's direction
- Other duties as required.

Applications:

- Interested applicants should email a cover letter and resume to: Principal Mark Kirzeder at mkirzeder@marianhs.org.
- Applicants should also complete the diocesan application materials available at: <http://www.diocesefwsb.org/Teacher-Application>. These documents should be sent to Marian High School.