



JOB DESCRIPTION

(rev. 8/2026)

SAINT PATRICK CATHOLIC SCHOOL

Kindergarten Aide

Saint Patrick Catholic School (SPCS) is a PreK-8 Catholic elementary school in the Archdiocese of Seattle. The successful candidate for this position will demonstrate a commitment to work with a talented and motivated student population and faculty. SPCS fosters amongst its administrators, faculty members, staff persons, and students a commitment to embrace and celebrate the diversity of the school's family and the broader community. Our school has made a strong commitment to promoting the diversity of our employees. We encourage persons of all backgrounds to apply.

Kindergarten Aide:

The Kindergarten Aide supports the Kindergarten Teachers in creating a nurturing, faith-filled, and developmentally appropriate learning environment. The aide assists with classroom instruction, student supervision, and daily activities, ensuring a positive and organized setting that aligns with the Catholic mission and values of the school.

Core Functions or Duties:

Classroom Support

- Assist the teacher with lesson preparation, instructional activities, and hands-on learning experiences.
- Work with small groups or individual students to reinforce lessons and provide additional guidance.
- Help implement classroom management strategies to maintain a respectful and engaged learning environment.
- Support students in developing social, emotional, and academic skills.

Student Supervision and Care

- Supervise students in the classroom, hallways, playground, lunchroom, and during arrival/dismissal.
- Ensure the safety and well-being of students at all times.
- Assist with bathroom breaks, handwashing, and other self-care routines as needed.

Faith Formation and Catholic Identity

- Foster a Christ-centered environment by modeling Catholic values and virtues.
- Encourage students in daily prayer, religious instruction, and faith-based activities.
- Support the school's mission and participate in religious celebrations, liturgies, and service projects.

Classroom Organization and Maintenance

- Assist in setting up and cleaning classroom materials and learning centers.
- Help organize and maintain educational resources, supplies, and student work.
- Prepare materials for lessons, projects, and activities as directed by the teacher.

Communication and Collaboration

- Work collaboratively with the teachers, staff, and parents to support student learning.
- Communicate effectively and professionally with students, parents, and colleagues.

Additional Responsibilities:

- Other duties as assigned by the Kindergarten Teachers or Principal/Vice Principal
- Recess Duty

Qualifications/Competencies:

- High school diploma or equivalent (Associate's degree or coursework in Education preferred).
- Experience working with young children in an educational or childcare setting.
- Commitment to Catholic education and willingness to support the school's faith-based mission.
- Patience, kindness, and enthusiasm for working with young learners.
- Strong organizational and communication skills.
- Ability to follow the teachers' instructions and adapt to the needs of the classroom.
- Compliance with diocesan/school policies, including background checks and Safe Environment Training.

Relationships

Reporting

- Reports to the Kindergarten Teachers, Principal, and Vice Principal

Working

- Works with students, parents, faculty & staff.

Salary Range:

\$18-20/hour, dependent on experience

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills, and prior relevant experience, degrees, and certifications.

This position is 35 hours/week and benefit-eligible.

Those with direct Catholic education experience will be prioritized.

Benefits:

A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, generous sick leave, paid vacation, and holidays.

Inquiries/Submittal:

Please send a cover letter & resume to Kate Chambers, Principal, at kchambers@saintpats.org. Please also fill out the job application at the [Archdiocese of Seattle job posting page](#).