

Paraeducator

Holy Family Catholic School is seeking an energetic and collaborative Paraeducator to serve students in grades PreK through 8th Grade at the start of the 2024-2025 School Year. Holy Family Catholic School is a faith-and family-focused school in Des Moines, Iowa. We are dedicated to helping our students grow in knowledge and faith through quality education and a supportive learning environment. Holy Family Catholic School is a year round school that serves students from 6 different countries and 7 different languages. Support is provided for staff through Diocesan teacher meetings and professional learning communities. Preference will be given to candidates who are Catholic or those who are able to support teachers in the management and organization of a classroom.

Para educator Job Description:

Primary Duty:

- Co-teaching lessons under the Teacher's guidance, leading small groups or individual instruction and discussions, and reviewing classwork. (grades 3-5)
- Organizing the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions, and disruptions. Duties will also include lunchroom, recess and after school pick up supervision of students.
- Engage with children to enhance and encourage learning.
- Perform other duties as assigned.

Skills:

- Must complete and pass background check
- Passionate, dedicated and committed to working with children
- Experience working with children and assisting teachers in a classroom environment.
- Dependable and punctual
- Have patience with children

Requirements:

High School Diploma

Strong interpersonal skills

Competitive Salary & Benefits Package

To apply:

Please email your resume, and a letter of interest to ptheisen@hfsdm.org. For questions, please contact Ms. Paulette Theisen, Principal at 515-243-7653.

Elementary, Middle School Kitchen Manager,

Coordinates and manages the food service program:

Essential Functions:

1. Supervises daily food preparation for school. Provides leadership and direction for staff. Provides orientation and training to new employees. Coordinates, schedules, and assigns work for food service staff. Monitor sanitation practices to ensure that employees follow standards and regulations. Assists in daily food preparation for school. Cooks, prepares individual portions, and performs other food preparation duties.
2. Prepares daily, monthly, and yearly food service reports and other paperwork as required.
3. Prepares, receives, and verifies food/supply orders according to schedule. Submits orders through established ordering procedures. Performs monthly inventory of food/supplies.
4. Serves prepared food to students.
5. Cleans equipment used, including utensils, dishes, mixers, and machines. Performs general cleaning duties in the kitchen.
6. Works with student/parents/faculty employees to ensure satisfaction in such areas as quality, service, and problem resolution
7. Able to react to change productively and handle other essential tasks as assigned.

Qualifications:

1. Education Level: High school diploma or equivalent
2. Certification or Licensure: * State certificate in school food service management recommended. ServSafe required within 90 days of employment
3. Experience Desired: * Prior K-12 food service experience but not required.
4. Other Requirements: * Strong organizational skills * Ability to prepare and maintain necessary records * Ability to instruct, train, supervise employees. * Ability to extend a recipe and accurately determine food requirements. * Ability to interact with children effectively. * Ability to communicate effectively with staff and students. * Ability to establish and maintain cooperative working relationships with staff and others.

Competitive Salary & Benefits Package

Hourly pay

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