

# Billerica Catholic Religious Education

## Volunteer Title: Teacher's Aide (Grades 1-6)



**Objective:** Support the Catechist/Teacher during the program session. This will take a variety of forms depending on the Catechist/Teacher and your relationship with him or her. *Please make every effort to be of assistance and actively seek how you can support the Catechist/Teacher.*

**Description/Responsibilities:** Help with activities, assist with attendance, get supplies, and other “behind the scenes” details.

Billerica Catholic Religious Education is always looking for ways to improve our ministry, better utilize resources, and share ideas among our community. *As a Teacher's Aide, you are in a unique position to see and hear things that can easily be missed by others.* Please share your thoughts and observations with the staff. *Please familiarize yourself with the buildings in which you are serving.*

All Billerica Catholic Religious Education volunteers are expected to abide by the Archdiocesan Code of Conduct.

**Time Commitment:** Attend all assigned Religious Education sessions that students are expected to attend. *Arrive 15 minutes early, to welcome and greet your families.* If you will be absent, please contact your Catechist/Teacher as well as the Coordinator (if different than your Catechist/Teacher) at least 24 hours in advance.

**Qualifications:** Although some experience in a classroom and working with kids is helpful, it is not required. An ability to follow the Catechist/Teacher's directions is necessary.

All volunteers with Billerica Catholic Religious Education programs are expected to:

- have an annual CORI (background check) on file
- complete the *Protecting God's Children* (Virtus) program
- sign the Archdiocesan Code of Conduct

**Supervision:** Teacher's Aides report to the Program Coordinator for the program in which they are serving.

**Communication:** Primarily through e-mail

### **A Teacher Aide:**

- Is supportive of the Catechist/Teacher with whom they serve
- Moves around the room, making sure to help children who need help, and be near children who need an additional adult presence to help them maintain appropriate behavior
- Is flexible, and looks for ways to assist without being asked
- Notices things and reports them to the Catechist/Teacher and/or the Coordinator
- Offers suggestions for improvements in the session space, as welcomed by the Catechist/Teacher
- Offers suggestions for improvements to the program to the Coordinators
- Communicates with the Catechist/Teacher and other aide(s) in the class