



Position Title

Assistant (Part-Time)

Salary

Starting at \$17/hour

Supervisor

KHA Administration

Time Commitment

8:30am-3:40pm on Mondays and Thursdays for the 2026-2027 academic year.

Potential Placement

- Nursery
- Pre-K3
- Jr. Kindergarten

Responsibilities

- Responds promptly, efficiently, and respectfully to lead instructor's directives about student success throughout the day
- Willing to be flexible if needed in other roles at various times
- Gathers supplies and prepares materials as needed for students
- Takes initiative to assist students and lead instructors as needs arise
- Implements KHA virtue recognition program and enforces KHA standard of behavior
- Ensures students are supervised at all times throughout the school day
- Changes diapers and outfits as needed (Nursery)
- Assists children as needed with using the restroom following safe environment standards and protocols (Nursery/Pre-K)
- Must be available for mandatory staff training in August (dates TBD)

Requirements

- No degree required
- No experience required, but 1+ years of classroom experience preferred
- Practicing Catholic able and willing to sign an Oath of Fidelity to the Magisterium of the Catholic Church

Benefits

- Free, onsite nursery for children under three years of age on August 15, 2026