



BISHOP DWENGER HIGH SCHOOL

Part-Time Instructional Aide

Position Summary

Bishop Dwenger High School, a Catholic college-preparatory high school rooted in the teachings of the Church and the mission of the Diocese of Fort Wayne–South Bend, seeks a dedicated and faith-filled Part-Time Instructional Aide. The Instructional Aide supports classroom teachers in fostering a positive, inclusive, and academically engaging learning environment that promotes the spiritual, intellectual, social, and emotional growth of all students and all learners.

Essential Responsibilities

- Provide instructional support to teachers in assigned classrooms or departments.
- Assist in the Resource Room with various tasks including, but not limited to reading tests aloud, assisting in study skills and test prep, help with homework in a variety of curricular areas, proof student writings, etc.
- Assist with implementing lesson plans under the direction of the classroom teacher.
- Work with individual students or small groups to reinforce learning concepts and skills.
- Record data as needed for tracking purposes.
- Support differentiated instruction to meet diverse learning needs.
- Monitor student behavior and promote a respectful, Christ-centered classroom environment.
- Supervise students as assigned (e.g. testing environments, transitions).
- Maintain confidentiality regarding student information in accordance with school policy and FERPA guidelines.
- Communicate effectively with teachers, Special Education Department Heads, and administration regarding student progress or concerns.
- Uphold and model the mission, values, and Catholic identity of Bishop Dwenger High School.
- Other tasks as assigned by department head, lead Resource Room teacher, or administration.

Qualifications

- High school diploma required; associate or bachelor's degree preferred.
- Experience working with high school students preferred.
- Ability to work collaboratively with faculty and staff.
- Strong organizational and communication skills.
- Demonstrated commitment to supporting a Catholic educational environment.
- Registered, active Catholic is preferred but not required.
- Ability to maintain confidentiality and exercise sound judgment.

Work Schedule

- Part-time position, no more than 29 hours per week; hours determined by school needs and assignment and scheduled by SPED Director and administration.
- School-year position following the Bishop Dwenger academic calendar.



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Start Date: Contracted for the 2026-2076 school year

Location: Bishop Dwenger High School, Fort Wayne, IN

Contact: Amy Johns, Assistant Principal
ajohns@bishopdwenger.com or 260-496-4710

To Apply: Go to: <https://secure7.saashr.com/ta/6168565.careers?ShowJob=587719395>