



BISHOP DWENGER HIGH SCHOOL

Part-Time Instructional Aide in St. Mother Teresa Moderate Needs Classroom

Bishop Dwenger High School, a Catholic college-preparatory school committed to forming Saints and Scholars, seeks a compassionate, dependable, and student-centered Part-Time Instructional Aide to support the Mother Teresa Moderate Needs Program.

The Instructional Aide works under the direction of the Lead Teacher and Special Education Director to provide academic, behavioral, and social support to students with moderate learning needs. This position supports the mission of Catholic education and the school by promoting the dignity of every student and fostering growth in faith, scholarship, and service.

Mission Alignment

The Instructional Aide supports the Catholic identity of Bishop Dwenger High School by:

- Upholding and modeling Gospel values in all interactions
- Respecting the inherent dignity of each student as created in the image of God
- Supporting the inclusive mission of the Mother Teresa Program
- Participating in school prayer, liturgies, and faith-based activities as appropriate

Essential Duties and Responsibilities

Student Support

- Assist the Lead Teacher in implementing individualized school plans (ISPs), modifications, and accommodations
- Provide one-on-one and small-group academic support in core subject areas
- Reinforce instruction and assist with differentiated learning activities
- Support students in developing organizational, study, and self-advocacy skills
- Provide appropriate behavioral support and redirection when needed
- Assist students in transitioning between classes as necessary

Classroom & Program Support

- Support the Lead Teacher in maintaining a structured, safe, and positive learning environment
- Assist with preparation of instructional materials and classroom organization
- Help monitor student progress and communicate observations to the Lead Teacher
- Supervise students during designated times and classes as assigned

Collaboration & Communication

- Work collaboratively with the Lead Teacher, general education teachers, counselors, and administration
- Maintain confidentiality regarding student information
- Communicate professionally with staff when directed by the Lead Teacher or administration

Professional Responsibilities

- Participate in relevant training and professional development opportunities



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- Fulfill assigned supervisory duties as appropriate
- Adhere to school policies and diocesan guidelines
- Support school-wide events and community-building activities

Qualifications

Required

- High school diploma (Associate's or Bachelor's degree preferred)
- Experience working with adolescents
- Demonstrated ability to work patiently and compassionately with students of varying abilities
- Commitment to the mission and Catholic identity of Bishop Dwenger High School

Preferred

- Experience working with students with moderate learning needs
- Background in special education or related field
- Knowledge of differentiated instruction strategies

Start Date: Contracted for the 2026-2027 school year, start date to be determined upon hiring

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=587709911>