



Date Posted: 6/9/2019

Title of OPEN Position: Pre-K Teacher Aide

Type of Employment: Full time (35 hours per week with some additional evening hours for school events)

Salary: Commensurate upon experience/education

Employer Name: Notre Dame Academy

Employer Contact Name and Title: Mrs. Tristan D'Angelo, Principal

Employer Address: 1125 Abbott Road Buffalo, NY 14220

Employer Website: www.notredamebuffalo.org

Job Description: Looking for a highly motivated and organized individual to assist the lead teacher in a Pre-K program. This individual needs to be a team player who is willing to take on responsibility within the classroom setting.

Degree Requirements: Minimum requirement – High School Diploma

Qualifications/Skills: Planning and maintaining a safe, clean, learning environment and assuring the well-being and safety of the children in his/her care. Establish and maintain effective, working relationships with children, parents, and staff. Other duties as assigned by teacher or principal.

Experience Required: Previous PreK experience preferred.

Other skills/requirements:

- Exhibit a genuine nurturing, caring attitude to all children.
- Maintain a positive, calm attitude, and encourage this attitude in others working in the classroom.
- Maintain a cooperative attitude of working together with the teacher, volunteers, and parents.
- Communicate effectively orally, in writing, and by email.
- Sit and stand frequently while working with students, carry/move up to 30 lbs.

EOE

How to Apply:

E-Mail: tdangelo@notredamebuffalo.org

Please include all of the following: Résumé, cover letter, employment application and teacher supplement NO LATER THAN 7/5/2019