



Date Posted: July 25, 2022

Send resume to: Mrs. Nancy Kindred, Principal
OLBS Catholic School
nkindred@school.olbsdepew.org

Type of Employment: Full-Time: Part-Time: If part-time, # of hours per week _____

Job Title of Open Position: Teacher Aide (Hourly position) for PK 3 and PK 4 classes

Salary: Commensurate upon experience/education

Employer: Our Lady of the Blessed Sacrament Catholic School

Location Address: 20 French Road
Depew, New York 14043

Employer website: <https://school.olbsdepew.org>

Job Description

Friendly, nurturing and patient individual who enjoys working with young children.
Provide assistance to the OLBS Catholic School staff and students in a team environment.

Essential Duties & Responsibilities:

Assist and lead small group lessons and activities

Be physically able to sit on the ground/floor with students

Supervise students during lunch and restroom breaks

Team player, able to take direction when required, but also demonstrates initiative

Assist with arrival and dismissal procedures

Qualifications: Degree Requirements/Experience

- High School Diploma required, Associate's Degree in Early Childhood preferred
- Experience working in a preschool environment especially with 3-year old's is preferred
- Educational training in the areas of early childhood, childhood development or closely related field is very desirable, but not mandatory
- Completion of background checks and VIRTUS training (required)

Desired Skills

- Practicing member of the Catholic Church (preferred)
- Ability to maintain confidentiality in all matters
- Strong communication skills and developed “people skills”
- Compassionate, confident and possesses a sense of humor
- Ability to solve practical problems
- Professional in appearance and attitude

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **ASAP**

Please include: Résumé, [employment application](#) and [teacher application supplement](#) (if applicable)