



Date Posted: April 30, 2018

Title of OPEN Position: Pre-K 3 Teacher Aide

Type of Employment: Full Time (35 hours per week)

Salary: Commensurate upon experience/hourly

Employer Name: St. Benedict School

Employer Contact Name and Title: Dr. Mike LaFever, President

Employer Address: 3980 Main Street Amherst, NY 14226

Employer Website: www.StBenSchool.org

Job Description: Assists the teacher in planning and maintaining a safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care. Assists the teacher in preparing materials and supplies in advance for activities. Assist with monitoring students during lunch period in cafeteria. Establish and maintain effective, working relationships with children, parents, and staff.

Other duties as assigned by teacher or principal.

Degree Requirements: High School Diploma/GED;

Qualifications/Skills:

- 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, parents, and program specialists in planning and implementing activities.
- Communicate effectively orally, in writing, and by email.
- Sit and stand frequently while working with students, carry/move up to 30 lbs.

Experience Required: Recent graduates are acceptable. Prefer experience working with young children.

Other skills/requirements: Must support our Catholic mission.

EOE

How to Apply:

By MAIL: St. Benedict School
3980 Main Street
Amherst, NY 14226
Attn. Dr. LaFever

E-Mail: Dr.lafever@saintbenedicts.com

Fax Number: 716-834-4932

Please include all of the following: Résumé, cover letter and [employment application](#)
NO LATER THAN 6/01/18

Updated: July 2016