



Date Posted: 6/18/2021

Send resume to: employment@stgregs.org

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

Job Title of Open Position: Part-time Teachers Aide

Salary: Commensurate upon experience/education

Employer: St. Gregory the Great School

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregsschool.org

Job Description

Primary Function: Assist the classroom teachers with the daily functions in the classroom.

Essential Core Qualities:

- Comfortable with leading prayer and sharing faith with students and staff.
- Character traits necessary to teach young children - enthusiasm, warmth, and dedication.
- Ability to differentiate instruction and believes in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Role model and lifelong learner.

Responsibilities:

- Organize monthly snacks and birthday calendars
- Run copies as needed
- Inventories books/papers or re-ordering
- Prepares art projects in advance
- Organizes and sends home monthly order forms
- Prepares students for lunch and stays in the lunchroom to assist students in lunch
- Keeps track and follows up on permission slips, etc.
- Assist with bulletin board preparation and room decoration
- Assist with serving of daily snack and birthday treats
- Helps with the individual work of the students
- Facilitates small reading or math groups
- Supervision duties as assigned
- Assists with grading papers and tracking student progress
- Assists with implementing individual or group class behavior plans
- Assists with graduation
- Supervises: Students in the class.

Qualifications: Degree Requirements/Experience

- Qualifications: Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.
- Education: Associates degree or higher education, clear background check, successful completion of Protecting God's Children.
- Experience: 3-5 years experience in a preschool or school age classroom.
- Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

E.O.E.

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

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