

FLSA Status: Non - Exempt, Hourly
Salary Minimum wage up based on experience

Aid/Assistant: No Degree/Degree

Schedule: Mon-Fri, 7:00 am-3:00 pm

Hours: FT – 37.5 M-F 7:00 am – 2:30 pm;



Job Title: Teacher Aide/Teaching Assistant

Department: PreK–3

Reports to: Classroom teacher and Principal

Position: FT PT

Primary Function: Assist the classroom teacher with the daily functions in the classroom. Teacher Aides will support the Lead Teacher in developing and implementing a developmentally appropriate curriculum. Your role involves assisting in creating a safe, nurturing, and stimulating classroom environment that promotes the spiritual, cognitive, social, and emotional growth of each child. You will help foster a classroom culture that reflects Catholic faith and values, encouraging respect, compassion, and a love of learning.

Essential Core Qualities:

- Demonstrates a strong commitment to the Catholic faith and supports the integration of faith-based teachings into the curriculum.
- Character traits necessary to teach young children - enthusiasm, warmth, compassion and dedication.
- Provides consistent and reliable assistance to the Lead Teacher and students.
- Maintains open, effective communication with the Lead Teacher, students, parents, and colleagues.
- Efficiently helps manage classroom activities, materials, and administrative tasks.
- Role model and lifelong learner.

Responsibilities:

- Assist the Lead Teacher in preparing and delivering age-appropriate lessons and activities that align with the school's curriculum and standards.
- Support the incorporation of faith-based lessons and activities that reflect Catholic teachings and values.
- Assist in assessing student progress and providing feedback to the Lead Teacher.
- Prepares projects and materials for classroom use
- Assist in caretaking responsibilities (supervises lunch, snack time, bathroom procedures)
- Assist with bulletin board preparation and room decoration
- Assist with classroom management
- Assists with tracking student progress, and implementing individual and group class behavior plans
- Assist to set up and close classroom for the school year
- Assist with attendance and other administrative tasks as assigned
- Supervision duties such as but not limited to arrival and dismissal
- Assists with PK3 graduation
- Attends special area classes when requested by administration

Other Duties as Assigned

6/11/2023

Supervises: Students in the class

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: 1-3 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.