

## **Immaculate Heart of Mary School Academic Assistant**

### **Job Description**

At Immaculate Heart of Mary School, we pride ourselves on giving students a vibrant learning experience in a welcoming environment. Academic assistants bring the best to the classroom every day. The ideal candidate has prior experience in this role, and is flexible to adapt to the changing nature of the demands of the classroom. He or she will work closely to assist certified professional staff with students in all educational environments to meet instructional goals and objectives. Typical tasks include working with students in groups and individually during lessons, assisting with lesson plans and materials. The thriving academic assistant is caring, compassionate, patient and committed to each student's success.

### **Qualifications**

Must have an acceptable Criminal Background check, no appearance on the Child Abuse Protection Registry at any level and pass a Drug Test.

- ❖ Holds a minimum of a high school transcript or equivalency
- ❖ Has strong communication skills; writing and speaking in English
- ❖ Has experience working with children in varied settings; **preferred**
- ❖ Has working knowledge of behavior management procedures; **preferred**
- ❖ Has knowledge of software applications including MS Word, MS Excel and MS PowerPoint; **preferred**

### **Responsibilities**

- Assist teacher with lessons and daily classroom activities
- Work with students individually, in small groups, or whole group to reinforce and re-teach basic learning and implement assigned programs.
- Collaborate with the teacher and/or other staff about the plans, progress and implementation of activities and resources for the students
- Assists in classroom preparations and strategies for reinforcing instructional materials and skills according to individual student needs
- Assist in ongoing monitoring of students' progress which, may include assessing, data collection and computer work
- Assume the role of classroom lead in the absence of the teacher.
- Engage with children to enhance learning, help them to understand lessons/expectations and maintain dignity and respect for each student at all times
- Ensure student confidentiality
- Ensure the safety of the students within all school and community environments
- Assist with the supervision and monitoring of students in non-instructional activities/areas, such as morning arrival, recess, student transition between activities, supervising the students at snack/lunch, hallway, bathroom, specials, and field trips, among others.
- May assist teacher or independently perform routine tasks such as, but not limited to: classroom duties, record keeping, , limited clerical work, checking and grading papers, gathering/preparing materials for students, assisting with the set-up/clean-up of classroom activities, operating multimedia equipment

- Maintain a professional attitude and appearance in all settings as required by Diocesan guidelines
- Perform other duties as requested by administration to meet the needs of the students.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.