



Saint Ann School

Assistant Teacher

The Assistant Teacher will support the daily essential functions of the elementary classroom to deliver an environment which promotes the Catholic tradition of faith, academic excellence, and service. Work is performed under the supervision of the Lead Teacher and Principal.

Job Description

Employment Status: Full-time, 10-month, Non-exempt / Monday-Friday, 7:30 am-3:30 pm

Qualifications

- High school diploma, GED, or equivalent required
- One (1) year of experience related to education and training activities in an organized learning environment
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job

Essential Functions

Elementary Classroom

- Assist in the supervision of learning activities, circulating within the classroom and providing assistance and learning support to students
- Provide instruction to students as prescribed by the supervising teacher and reinforces skills introduced by the teacher
- Work with students individually and in small groups reinforcing skills based upon instructional guidelines, especially during scheduled learning centers activities; May utilize games, stories, or other manipulatives to enhance students' learning skills
- Assist teacher in checking and objectively evaluating students' work
- Assist in managing student behavior and maintaining classroom order; Reinforce rules of the school and classroom; Escort students to principal's office or other appropriate location in instances of behavioral problems.
- Escort, supervise, and/or provide assistance to students during specials classes, Masses, assemblies, lunch, and other activities
- Participate in teacher's pre-planning sessions as requested
- Provide input and assistance in the development of classroom activities and learning tools; Prepare or assist in the preparation of instructional materials
- Assist in preparing classroom bulletin boards, classroom decorations, displays of student activities, etc.
- Perform a variety of clerical tasks such as typing, copying, stapling, filing, assembling and locating materials, laminating, etc.



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Essential Skills

- Requires the ability to use initiative and judgment during both indoor and outdoor activities to ensure the safety of the students
- Requires the ability to recognize symptoms of neglect/abuse and document and report observations in accordance with mandatory reporter standards
- Requires the ability to establish and maintain positive and effective working relationships
- Requires the ability to practice a high degree of professionalism, judgment, commitment to confidentiality, and the ability to multitask

Other Duties

- Accept, support, and model the mission of St. Ann School
- Demonstrate professional responsibility at all times, especially in relation to standards of integrity and confidentiality
- Display an awareness of the diversity of students, families, and the community
- Participate in school, diocesan, and parent meetings as required
- Accept additional duties, including the supervision of student activities, willingly, as needed

Critical features of this job are described under the headings above. The principal reserves the right to adjust the duties and responsibilities as needed.

Interested candidates may submit a resume and cover letter to the school at office@thesaintannschool.org or to Principal Rachael Casey at rcasey@thesaintannschool.org.