

Assumption Pre-K Instructional Teacher Aide

JOB DESCRIPTION 23-24

Salary: \$15 per hour

Global Statement of Employment:

In light of the Assumption of the Blessed Virgin Mary School's Philosophy and Mission, each employee must strive to provide an environment of mutual respect that is firmly rooted in Catholic Christian ideals.

Overall Expectations:

- Assume appropriate roles as a faith-filled Christian adult model and educator.
- Maintains strict confidentiality regarding all matters pertaining to students and personnel.
- Provide safety throughout the day by engaging with students and focusing on their needs.
 - Use of cell phones during the school day (in the classroom, cafe and playground) are prohibited unless an emergency arises or the teacher aide is having lunch.
- Attire is to be appropriate for the work place,. No low cut tops, no midriff tops, no short shorts. If shorts are worn, they must touch the knee area.cannot include jeans of any kind. Capri pants, golf-shirts, skirts, dresses are appropriate. Each Friday, all employees can dress in jeans (no rips or holes) and an Assumption shirt.

Daily Expectations:

- No cell phone use during school hours unless (including recess times and student lunch time) on a personal break.
- Clock in/out each day in main office
- Classroom responsibilities to be completed during the hours of 7:20 - 3:30 (Monday-Friday);
- Required aftercare will be at least one evening a week.
- Aftercare is set for (M-F) after school, 3:45 until 5:30PM, the salary is \$16.50 per hour.
- Pick up students from gym in the morning at 7:30am
- Greet students, assist in lunch/attendance count, collect lunch money and check communication folders.
- Assist students by guiding morning work.
- Assist in clean up and organization of morning work to get ready for group learning.
- Assist teachers with expected behaviors during group learning.
- Take students to the bathroom while the teacher sets up learning centers.
- Monitor and Assist students during restroom breaks

- Assist teacher in cleaning tables 3 times a day (after centers, after snack and before leaving for the day) as needed in between.
- Assist teacher in preparing snack and clean up
- Prepare Art for the Art center daily. (try to be a few days ahead in the event of your absence)
- Clean Up art materials daily
- Copy Morning work and other copies as needed
- Assist teacher with laminating and preparing activities for learning centers
- Assist teacher in cleanliness of classroom
- Assist teacher in keeping classroom organized and well kept
- Stamp/sticker daily communication folders, stuff folders once as needed and put in students' bags to go home daily. (Communication to parents should be completed by the teaching unless the teacher is absent)
- File weekly work
- File portfolio work and put portfolio items in chronological order in binders (Monthly).
- Assist teacher in putting mat covers on (Mondays) and taking off on (Fridays)
- Lunch room and Recess Duty
- Playground/blacktop supervision (never leave children unattended.)
- Bathroom Accidents - assist student/teacher in clean up/changing.
- Assist in keeping files organized

General Expectations:

- Attend Professional Development, as indicated
- Participate in in-service training hours.
- Attend meetings as needed

Requirements:

- Prevent and Protect certification through the Archdiocese of St. Louis or other Catholic Diocese
- Complete additional tasks that are asked by the Teacher or Principal