DESCRIPTION

Saint Brigid Academy JOB

Title: Teachers' Assistant for Specialized Education
Reports To: Megan Rabbitt, Head of School
Office/ Dept: As applicable
FLSA Status: Regular, Non Exempt, 40 hours/week, 10:15am-6:15pm

ESSENTIAL FUNCTIONS:

● Work in conjunction with classroom teachers to prepare lesson plans and activities ● Lead whole group, small group, and individual activities and lessons as assigned by classroom teachers and the administration
● Identify and respond to individual student's learning differences
● Support teachers in monitoring students' progress
● Support classroom teachers and administrators in creating enrichment opportunities
● Participate in Student Success Team meetings with teachers, parents, and the administration
● Collaborate with teachers, administrators, and school counselor to meet the needs of individual learners
● Work with teachers in preparing for parent/guardian-teacher conferences and report card writing
● Participate in parent/guardian-teacher conferences and report card writing ● Participate in classroom preparation, organization, and logistical responsibilities (this could include cleaning classrooms, making photocopies, and prepping for lessons and activities)
● Create a supportive classroom environment that honors and nurtures each child ● Meet with classroom teachers regularly for collaboration purposes during prep time and professional development on Monday afternoons
● Develop warm and respectful relationships with students, colleagues, and parent community/groups
● Support the classroom teachers and administration with communication efforts to the parents

● Attend Back to School Night, Open House, and monthly school Masses ● Supervise students during morning care, recess, and lunch as requested by administration ● Serve as a substitute teacher for a classroom teacher when asked to by the administration ● Lead the Student Leadership Team (middle school students) in weekly meetings

- Support the Student Leadership Team in their daily activities and long term service projects
- Chaperone field trips (TK-8)
- Participate in assemblies and other special events
- Serve on committees and working groups, as needed
- All other duties as assigned by the administration

QUALIFICATIONS:

- Proficient in Google Classroom and/or other Learning Management systems
- Proficient in Microsoft Office Suite and/or Google Suite
- Organization
- Strong Communication skills
- Desire to pursue a career in education
- Strong preference for individuals in credentialing and/or advanced degree programs in education
- Commitment to professional growth, reflective practice, and growth mindset
- Strong ability to work collaboratively
- Practicing Catholic in good standing preferred

EXPERIENCE:

- Two or more years of classroom teaching experience and/or in a childcare setting
- Experience with and understanding of elementary-age children
- Experience with and understanding of children with learning differences
- Previous experience in a Catholic environment or institution is preferred

EDUCATION:

- Bachelor's Degree Required, Masters preferred
- Valid teaching credential preferred

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, and climb stairs, alternating as needed and sometimes for prolonged periods of time.
- Must be able to bend, pull, and also reach above shoulder level.
- Must be able to lift 25 lbs.

PAY RANGE: $30-$32/hour

PLEASE SUBMIT A RESUME, COVER LETTER, AND 2 REFERENCES TO:

Megan Rabbitt, Head of School
Saint Brigid Academy
2250 Franklin Street
San Francisco, CA. 94109
headofschool@saintbrigidsf.org

NOTICE OF NON-DISCRIMINATION

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.