

THE ATONEMENT CATHOLIC ACADEMY
POSITION DESCRIPTION

POSITION TITLE: TEACHING AIDE

REPORTS TO: TEACHER/DIVISION HEAD

JOB TYPE: FULL TIME

SUPERVISORY POSITION: NO

POSITION:

The Teaching-aide fulfills the mission of the Catholic school by assisting the teacher to guide, inspire and educate students in a loving, Christ-centered environment. The Aide is to be immediately responsible to the teacher and then the Division Head for the carrying out of policies of the school and the Personal Ordinariate of the Chair of St. Peter as they relate to the function of the school, the classroom, and the immediate contact with students and parents.

JOB FUNCTIONS:

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
3. Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
4. Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
5. Presents subject matter to children or adults, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
6. Leads classroom activities; may confer with parents on children's progress in the absence of the teacher.
7. Assists children or adults, individually or in groups, with lesson assignments to present or reinforce learning concepts.
8. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
9. Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of curriculum, instructional methods/strategies, and curriculum differentiation
- Knowledge of early childhood development, learning and behavior

- Able to manage student behavior
- Able to communicate effectively in both written and verbal form
- Able to work well with others in a school community
- Skill in handling multiple tasks simultaneously
- Skill in job appropriate technology

WORKING CONDITIONS:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard classroom and school conditions

MENTAL/PHYSICAL DEMANDS:

- Required to lift or carry supplies, textbooks, furniture, and equipment
- Required to maintain composure and avoid inappropriate displays of anger
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather