



## UPPER SCHOOL MATH INSTRUCTIONAL ASSISTANT JOB POSTING for 2018-2019

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### **School Mission Statement**

The Parish School at St. Edward the Confessor Catholic Church, a preschool through eighth grade school within the Diocese of Orange, shares in the mission of the Roman Catholic Church to live the Gospel message by building Catholic identity through a Sacramental life of service to God, family, parish and community.

Working together with parents, we are dedicated to develop faith formation, academic excellence and digital citizenship. We strive to help our learners grow spiritually, intellectually, socially and emotionally within a Christ-centered environment.

### **INSTRUCIONAL ASSISTANT – Responsibilities**

The role of an instructional assistant is a ministerial function of the School and Diocese. As such, the instructional assistant is expected to exhibit in speech or action behavior that is consistent with the teachings of the Catholic Church.

#### During the School Day

The regular work period during the school day includes three hours of active supervision within the classroom. It is the primary responsibility of the instructional assistant to support instruction within the classroom.

- Assisting in planning and implementing the daily instructional plans and curricular program under the direction of the math teacher in grades 7 and 8.
- Provide “Learn at Lunch” support for math instruction in grades 5 – 8.
- Assisting in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Referring all parents/questions to the teacher for information regarding any learner.
- Assisting with set up and clean up with classrooms at the beginning and end of the school year, including posting bulletin boards, preparing textbooks and consumable supplies, and desk configuration.
- Participating in Parent-Teacher Conferencing *only if input is deemed necessary by the teacher*.
- Supervising the classroom when the teacher is out of the room.
- Assist teacher in planning and coordinating field experiences, lab experiments, and other learning extension activities as needed.
- Supervising the learners during non-instructional times, i.e., before/after school, recess and lunch times as per supervision schedule.
- Helping with the general housekeeping tasks within the classroom including moving materials, desk, and supplies.
- Attending school and diocesan in-services as directed by Administration.
- Relieving other teacher assistants for their breaks if necessary.
- Performing after school traffic assignment, test make-up, or after school homework/study skill support for learners. After traffic duty is complete the teacher assistant will escort any remaining children to Extended Day and sign them into Extended Day.
- In the event of an absence, arranging for a substitute as per the substitute procedure of The Parish School and notifying their supervisor of their absence.

- Adhering to the policies and procedures of the Diocesan Employee Handbook and The Parish School Faculty and Staff Handbook.

### Outside of the School Day

Instructional Assistants are sometimes expected to participate in school functions scheduled outside the regular school day, such as in-service programs, staff meetings, conferences and other activities specified by the Principal or Assistant Principal.

### **Required Qualities:**

Knowledge of:

- Age appropriate methods of instructionally supporting and motivating learners;
- Understanding of the Common Core Mathematics Standards for grades 5-8;
- Willingness to support the instruction of math to a diverse learning community.

Ability to:

- Maintain a firm but patient and courteous attitude toward learners;
- Maintain a positive and safe environment
- Follow district and school policies related to the conduct, safety, and welfare of learners in assigned areas;
- Communicate tactfully and effectively with children;
- Understand and communicate effectively in both oral and written forms;
- Effectively supervise learners on school playgrounds and other areas as assigned;
- Exercise tact, diplomacy, and good judgment in dealing with learners;
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Required Qualifications:**

- Valid certification for Basic First Aid and CPR
- TB Test Clearance
- Safe Environment/ Fingerprint Clearance

### **Work Environment:**

- Required to sometimes perform duties inside the classroom or hallways of the school building.
- Required to sometimes perform duties outdoors during recess and lunch including in occasional in-climate weather.
- Required to stand and walk throughout the classroom and or playground/field for the duration of recess and lunch to manage learner supervision.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 25 lbs.

### **Position Status:**

Position is a full-time, non-exempt, and compensation is paid at an hourly rate. The hourly rate of pay for each yard supervisor will be based upon the scale approved by the Parish Finance Council and Pastor.

### **Application Procedure:**

Interested candidates should mail or email your resume and cover letter to Dr. Catherine Muzzy at [cmuzzy@StEdSchool.org](mailto:cmuzzy@StEdSchool.org) or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

### **Application Deadline:**

Candidates must submit their resume and cover letter/letter of interest by Monday, April 9, 2018 via email.