



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Elementary Teaching Associate**

##### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

##### **DEFINITION:**

The Teaching Associate will be assigned to a class or program in the lower elementary (Kindergarten-Second Grade), assist the classroom teacher, guide small group intervention, and create enrichment lessons for assigned discovery experiences. Responsibilities include, but are not limited to, the following:

##### **DUTIES:**

- Assist in planning and implementing the daily program under the direction of the teacher by preparing the learning environment, setting up interest centers, and organizing materials and supplies
- Assume full leadership of the class in the teacher's absence
- Create, develop, and lead enrichment classes for the discovery program
- Treat children with dignity and respect and protect their personal rights
- Ensure a positive environment for students to take risks and reach their potential
- Attend all staff meetings, in-services, and required school functions
- Provide lunch/playground/carpool supervision as assigned
- Provide necessary and effective parent communication, including Parent/Student conferences
- Be actively involved in the accreditation process of the school
- Attend the following activities:
  - All School Masses, Chapels, and assemblies
  - Christmas Program
  - Committee Meetings as requested
  - All other activities as designated by the school
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the Employee Handbook
- Attend special subject classes and teacher development activities as required
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of an absence
- Maintain a professional attitude and behavior with students, parents, and other staff members
- Substitute in other classrooms as needed and agreed upon mutually

**EDUCATION AND EXPERIENCE:**

- A minimum of two years of teaching assistant experience is preferred.
- BA/BS from an accredited college or university, with an interest in a teaching career.
- Teaching credential preferred.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard, and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Ten-month, hourly non-exempt employee.  
Hours are 7:30 am – 3:30 pm Monday thru Friday.

**Reports to:** Grade level teacher under the direction of the Head of Lower School

Please send a cover letter, resume, references, and transcripts (if applicable) to the Director of Human Resources, Melissa Vergara, at [hr@st-anne.org](mailto:hr@st-anne.org)