



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **ACCESS 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 Board of Directors and 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 ACCESS Teaching Associate will be a contributing member of the Student Support program. The Teaching Associate will assist the ACCESS teachers, support students in the classroom, guide small group intervention, and create intervention lessons as appropriate. Responsibilities include, but are not limited to, the following:

##### **DUTIES:**

- Assist in planning and implementing the daily program under the direction of the ACCESS teacher
- Provide testing accommodations as appropriate
- Ensure students receive approved accommodations
- Assume full leadership of class in teacher's absence
- 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 in-services
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend the following activities:
  - All School Masses, Chapels and assemblies
  - 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
- 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 to be determined with supervisor

**Reports to:** Director of Student Support

This is an hourly non-exempt position. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at [hr@st-anne.org](mailto:hr@st-anne.org).