



ST. ANNE SCHOOL

JOB DESCRIPTION

Lower School Associate Teacher

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 Administration
- Ensures 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, departmental, grade level, and administrative meetings as needed

DEFINITION:

The Lower School Associate Teacher will be assigned to a class or program in grades K-1, assist the homeroom teacher, guide small group centers and 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/supplies
- Assume full leadership of class in teacher's absence
- Create, develop, and lead PE and art classes
- Treat children with dignity and respect and protect their personal rights
- 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
- Establish and work on yearly professional goals
- Ensure the health and safety of all students in the class
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take a risk
- Assist lead teacher in maintaining discipline in the classroom and other areas through positive but clear discipline practices

- Contact the lead teacher when social and academic problems arise
- Assist lead teacher in the appearance of the classroom, including a display of students' work, classroom guidelines, bulletin boards, and a neat orderly appearance
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend and participate in all regularly scheduled all faculty, division, department, and grade level team meetings as well as inservices, professional development workshops, and required school functions
- Attend the following activities:
 - All School Masses and assemblies
 - All staff meetings and inservices
 - All other activities as designated by the school or outlined in the Employee Agreement (attached)
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the employee handbook
- Arrange for a substitute teacher and provide meaningful lesson plans in the event of your absence
- Maintain a professional attitude with students, parents, and other staff members

QUALIFICATIONS:

- Candidate must have Bachelor's degree, with an interest in a teaching career
- Teaching credentials are preferable
- A minimum of two years of teaching assistant experience is preferable

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology
- Practicing Catholic

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 classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom 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 months, Salary Exempt employee
Required to be on campus 7:30 am–3:30 pm Monday through Friday

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

This is a full-time as we're looking for hourly, non-exempt position starting at \$20 an hour up to \$25 an hour depending education and years of experience. Please send cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.