



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **Grade 2 Student Support (ACCESS) Teaching Associate**

##### **DEFINITION:**

The Student Support (ACCESS) Teaching Associate will contribute to the Student Support program. The role of the Grade 2 ACCESS Associate is to provide academic and social emotional support to students. The ACCESS Associate is responsible to ensure that all accommodations are implemented for students with ILPs. In collaboration with the classroom teacher and student support teacher, the Grade 2 associate will provide intervention through small group/individual reteaching/pre-teaching of material. During whole group instruction, the associate will ensure students are on task and are actively engaged in the learning process. Responsibilities include, but are not limited to, the following:

##### **RESPONSIBILITIES:**

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

##### **DUTIES:**

- Assist in planning and implementing the daily program under the direction of the ACCESS teacher
- Support students' academic needs in the classroom and in small group settings
- Lead small group intervention
- Provide testing accommodations as appropriate
- Ensure students receive approved accommodations
- Assume full leadership of the class in the teacher's absence
- Complete record keeping accurately and in a timely manner
- 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
- 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 approved by the Assistant Principal of Student Support

##### **EDUCATION AND EXPERIENCE:**

- A minimum of two year experience working with children or student teaching is preferred
- BA/BS from an accredited college or university, with an interest in a teaching career.
- Teaching credentials preferred.

**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 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.  
Required to be on campus 7:30 am–3:30 pm Monday through Friday

**Reports to:** Assistant Principal Student Support

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 on 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](mailto:hr@st-anne.org)