



## **St. Helen Catholic School**

### **Title: Pre-K Teacher Assistant**

Full-Time: 40 Hours per Week

Scheduled Hours: Monday – Friday \* 7:15 -3:15

St. Helen Catholic School located in Vero Beach, FL is searching for a Pre K Assistant for the 2025-2026 school year.

The Diocese is dedicated to providing excellent working conditions with competitive compensation in order to attract and retain an outstanding workforce. The Diocese also offers a 403(b)-retirement plan to all employees. Information on our retirement program can be found [here](#).

### **Job Description**

**Reports to:** Principal

#### **Essential Job Duties/Responsibilities:**

- To instill in children a love for Christ and His Church and an understanding and appreciation of Christian principles.
- To give witness and example of Catholic values.
- To interpret and model the school philosophy by contributing to the growth of a faith community.
- To help the teacher prepare lessons and materials needed for class
- Assist with duties including copying, laminating, decorating bulletin boards, cleaning the classroom, and filing papers
- To complete all needed requirements including First Aide, CPR, ethics training, Catechist training, bloodborne pathogens, etc. as required by the School's Accreditation.
- To promote a classroom environment conducive to learning and motivate students to want to learn by varying the use of teaching strategies and instructional tools.
- To maintain discipline and classroom control.
- Work with small groups of students for remedial teaching or reinforcing the learning process.
- Support progress monitoring by pulling and tracking student's progress.
- Provide for constant supervision of students while in your care.
- To establish a positive rapport with faculty members, administration, parents, and students.

- To share responsibilities and duties with the daily school program.
- To participate in professional development and in-service programs.
- To follow policies and procedures of the school and Diocese.
- To develop healthy professional relationships.
- Ability and willingness to work effectively with colleagues.
- To support the total parish/school program.
- Will perform other duties assigned by the principal.
- To be a positive public relations ambassador for the school.
- To assume a personal responsibility for contributing to the educational program.
- Attendance at school/parish or faculty meetings, events, staff retreats or workshops as required by the School Principal.
- To aid in the Christian formation of the students.
- To support and exemplify in conduct and/or instruction both Catholic doctrine and morality; to refrain from any action which would reflect discredit on the Roman Catholic Church or be detrimental to its religious doctrines or tenets.

**Qualifications:**

- A minimum of an AA degree
- Proficient in technology/use of educational programs and iPad devices
- Excellent and professional interpersonal skills and work effectively with peers
- Honor confidentiality and code of conduct agreement
- Strong organizational skills, ability to multi-task, work independently, and make sound judgment calls

**Physical requirements:**

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15-44 pounds
- Use of hands, fingers, and feet for job duties
- Ability to handle loud sounds, alarms, and noises for short periods of time.

To apply, download and complete the **Employment Application** and submit along with your cover letter, resume, salary requirements and list of references to the attention of Deborah Irish, Principal, St Helen Catholic School. **[principal@sthelenschoolvero.org](mailto:principal@sthelenschoolvero.org)**