



Teacher Assistant

St. Helen Catholic School

Scheduled Hours: Monday– Friday 7:30 – 3:30

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 teacher prepare lessons and materials needed for class
- Assist with duties including grading, copying, laminating, decorating bulletin boards, cleaning classroom, and filing papers
- To complete all needed requirements including First Aide, CPR, ethics training, Catechist training, bloodborne pathogens, etc. as required by the Schools 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.
- To assist students in the class with learning plans that need accommodations.
- Work with small groups of students for remedial teaching or reinforcing the learning process.
- Support progress monitoring by pulling and tracking students 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 programs of in service and professional development.
- 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.