



LOWER SCHOOL ASSISTANT TEACHER JOB DESCRIPTION

Department: Lower School
Supervisor: Lower School Principal
Status: Full-Time

POSITION OVERVIEW:

The Lower School Assistant Teacher will assist the with the instruction in the classroom while aiding the teachers and administration. The Assistant will have shared responsibilities across multiple Lower School classrooms as necessary.

The Assistant Teacher will embrace diverse learning approaches that reach a range of learners; will foster a student-centered classroom environment; and will work collaboratively with colleagues in other curricular areas, including specialty classes.

SPECIFIC DUTIES:

Academic Environment:

- Assists with instruction and activities for individuals or for groups as assigned by the classroom teacher(s).
- Works as a member of the team with the teacher(s), and meets with the teacher(s) to review lesson plans and student needs.
- Supervises students in instructional settings, off-campus activities, and during non-instructional activities, such as recess and assemblies.
- Assists the teacher(s) with organizational needs in the classroom.
- Provides safety and supervision for students at recess, lunch, arrival, and dismissal as needed.
- Maintains order with the students assigned for supervision.
- Promotes a positive, caring climate for learning.
- Demonstrates knowledge of students' strengths, challenges, and learning styles.

Communication:

- Communicates effectively with staff and students.
- Demonstrates interest, patience, fairness and respect.
- Models professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families. Keeps confidential any information regarding any child in the Lower School.

WORK ETHIC:

- Works in a manner that promotes personal safety and the safety of the Ursuline community.

- Maintains confidentiality at all times regarding the Ursuline community.
- Attends all required meetings and events and is willing to perform all other duties as assigned.
- Contributes by personal example to an atmosphere of faith commitment consistent with Catholic values and our founder St. Angela Merici.
- Respects, cooperates, and maintains a positive attitude with colleagues (faculty and staff), students, parents, and alumnae, and exemplifies the core values.

QUALIFICATIONS:

- High School Diploma. Bachelor's Degree and Elementary Education or Early Childhood Certification strongly preferred. Experience teaching at the lower school level is preferred.
- Demonstrated understanding of effective teaching strategies for different learning styles and aptitudes.
- Strong interpersonal and communication skills, including presentation, listening and observational skills.
- Excellent organizational, prioritization, and time management skills.
- Strong analytical and problem-solving skills.
- Ability to work effectively with students, teachers, parents, volunteers and school administration from diverse backgrounds.
- Ability to navigate challenging situations with discretion and diplomacy.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek out professional development activities.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

PHYSICAL DEMANDS:

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

Employee Name: _____

Employee Signature: _____

Date: _____