



## **Instructional Support Staff for First – Eighth Grade**

**Job Status:** Full-time

**Reports to:** Division Head

**Schedule:** School year

**Other duties:** Attendance on Teacher In Service Days, Summer Professional Development

### **Position Summary**

The instructional support faculty member is a valuable part of the St. Paul's teaching team. He or she provides support as needed for teachers and students in first through eighth grade.

### **Major tasks & duties**

- Serve as a first through eighth grade substitute for planned and last-minute absences.
- Support teachers, including providing coverage for breaks and helping in the classroom, as needed.
- Work individually with students, both in and out of the classroom, as needed.
- Assist with daily routines, such as carpool, lunch, and recess.
- Be available to meet with students needing additional support before or after school.
- Help chaperone one of our annual anchor trips.
- Clearly and timely communicate with colleagues and parents both in writing and face to face as needed.
- Teach chapel lessons and integrate life skills into the curriculum. Be an active participant and role model during all chapels.
- Work collaboratively to achieve the mission of the school.
- Set an example of intellectual curiosity, critical thinking, life skills, self-motivation and self-discipline.
- Model competence, personal responsibility and respect for others in every aspect of the job.
- Meet regular and predictable attendance requirements, including attending division and all school meetings, division and all school chapels, professional work days, and admissions-related events.
- Act as an ambassador for the school by attending school-wide events and supporting the school community outside of the classroom whether it's at special events, sporting events, or in other venues.

### **Minimum qualifications**

- Bachelor's degree in related field.

### **Physical demands**

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

*This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.*