

DIOCESE OF ALLENTOWN

St. Joseph the Worker School, Orefield

Position Description

Job Title: K-4 Instructional Assistant

FLSA: Non-Exempt

Job Status: Part-time; school year only

Reporting Functions: Reports to Principal

Job Function: Provides instructional and clerical support for the classroom allowing teachers more time for lesson planning and teaching. They support and assist students in learning class material using the teacher's lesson plans, providing students with individualized attention.

Duties and Responsibilities:

- Under the direction of the teacher, assist students in performing activities/lessons and provide special help to students on specific skills when needed.
- Assist the teacher in the preparation of instructional materials, supplies, copying, and decorating of bulletin boards.
- Perform classroom clerical duties that include, but are not limited to, emptying and filling folders, lunch, and milk counts, and handing out and collecting papers.
- Escort students to and from restrooms, special trips, recess, and lunch.
- Prepare and clean up after snack time.
- Assist in the supervision of students before and after each school day. This includes recess, lunch, and dismissal.
- Supervise all classroom activities when the teacher is not in the classroom.
- Communicate all parental concerns and questions about a student's progress to the teacher; respect the confidentiality of all student information and refrain from discussing student information outside of the classroom.
- Assist in the coordination of field trips and fundraisers associated with the kindergarten program.

- Interact with administrators, faculty, and staff on a respectful and professional level. Share in the general responsibilities necessary for an effective total education program.
- Attend all necessary training and professional development to comply with the PA licensing programs.
- Follow all policies set forth by The Diocese of Allentown and St. Joseph the Worker School.
- Any other duties as assigned by the Pastor, Principal, or Teacher.

Educational Requirements:

- High School Diploma.
- A minimum of 2 years of college or related coursework in child development.
- CPR Certified (required).

Other Requirements:

- Due to the nature and mission of the Catholic Church, all employees are bound to exhibit respect for the teachings and discipline of the Church regarding matters of faith and morals.
- Previous experience working with children.
- An understanding of child development and the skills necessary to relate to the students being taught.
- Initiative and the willingness to follow a teacher's direction.
- The ability to handle classroom situations with fairness and patience.
- Good writing skills and the ability to communicate effectively with students and teachers.
- Clear records of Pennsylvania State Police Criminal Record Check (PATCH), Pennsylvania Child Abuse History, and Federal Bureau of Investigation Criminal Background Fingerprint Check as required under Commonwealth of Pennsylvania's Act 153 of 2014 (No less than 1 year old.) As well as attendance at the online Protecting God's Children class and Mandated Reporter Training.

Physical Demands: The employee is regularly required to stand, walk, sit, and talk or hear; frequent use of equipment including repetitive motions and computer eye fatigue; possible biological exposure to bacteria and communicable diseases. Occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl, lift and/or move small stacks of textbooks, media equipment, desks, and other classroom equipment; may occasionally climb stairs or ladders. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Working Conditions: Normal classroom setting; a part-time position; \$12 per hour; 4 hours a day. School working hours are 7:45 a.m. to 3:15 p.m., Monday-Friday; may be required to work outside normal hours to attend school-related events, meetings, and/or staff development.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

Interested applicants **must** submit resume and cover letters via iSolved Hire or to the following:

Principal Joe Henrich

Email: jhenrich@stjw.org

Please visit www.stjw.org to learn more about the school and posted openings.

EOE M/F/D/V