



## INSTITUTION OVERVIEW

**HISTORY:** Founded in 1909 by the Sisters of St. Dominic from Newburgh, NY, the teachers and staff at Immaculata have long served students from many backgrounds and of various faiths from the Durham community and beyond. The Sisters believed that a Catholic education that demands academic excellence should be available to any family who sought such a foundation. More than a century later, Immaculata continues its legacy by educating students with the same focus and mission.

**MISSION:** Immaculata Catholic School empowers students with a faith-based education shaping curious thinkers, engaged citizens, and compassionate leaders. Embracing our diversity, students build a foundation of empathy, integrity, and academic excellence that prepares them for a life of service to the common good.

**ROOT BELIEFS:** Immaculata operates on the following root beliefs:

- Every person is a beloved and unique child of God.
- Our diversity strengthens and unites us.
- God is present in all that we do.
- Like a family, ICS is a safe, loving and supportive place.
- Everyone can learn, and we are learning all the time.

**CORE VALUES:** IMMACULATA WAY OF LIFE (RISE)

Character development, faith formation, and academic excellence are inseparable at Immaculata Catholic School. All members of the Immaculata community are expected to embrace the following governing principles which promote our way of life:

- Respect God, self, and others. Recognize that every person has worth and act accordingly. Treat all people and all life with dignity.

- Be a person of Integrity. Always tell the truth and be responsible for your thoughts and actions.
- Live a life of Service. Ask, "What can I do for others?" Strive to use your gifts to make the world better for everyone.
- Produce Exemplary work. Show that you care for God, yourself, and others by consistently doing your best.

## JOB DESCRIPTION

Position: Teacher Assistant

Immaculata Catholic School is seeking Teacher Assistants for PreK-Grade 5 for the remainder of the 2025-2026 school year. Teacher assistants (TA) work closely with lead teachers to execute day-to-day classroom operations, including various aspects of instruction, from whole group to small group, to monitoring the class during independent practice, to supervising students during lunch, recess and times of transition. TA's are positioned to support the lead teacher and students in the classroom as needed and at the direction of the lead teacher.

Key Responsibilities / Day-to-Day Job Functions

Instructional Assistants are responsible for working alongside lead classroom teachers to:

- Implement instruction through working with students in small groups, preparing classroom materials, assisting in Special classes, etc.
- Supervise students in the classroom, lunchroom, playground, church, field trips, etc., taking appropriate safety precautions for the children's well-being
- Work cooperatively with a team of staff, conveying messages that are respectful and patient
- Create a safe environment where all students feel valued, loved, and confident

Minimum Requirements

- Minimum level of Education: High school or equivalent
- Minimum amount of Work Experience: 0-1 years
- Years of related work experience: 0-1 years
- Area of related work experience:
  - K-12 education

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Preferred Qualifications

- Educational Degrees or Certifications
- Spanish Language Proficiency

Job Type: Full-time; 10-month

Salary: Hourly rate commensurate with experience.

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule: Monday to Friday

Education: High school or equivalent (Preferred)

Experience: Primary Education: 2 years (Preferred)

Work Location: In person