

Classroom Assistant

Position Title

Classroom Assistant

Employment Type

Full-Time, Seasonal (August–May)

Compensation

\$12.75 per hour

Benefits

Eligible for full-time employee benefits in accordance with school policies.

Position Summary

St. Ann's Catholic School is seeking caring, dependable, and faith-filled individuals to serve as Classroom Assistants. A Classroom Assistant provides instructional and classroom support under the direct supervision of a qualified teacher. This position plays an important role in helping create a safe, positive, and engaging learning environment that supports the academic, social, emotional, and spiritual growth of students. Classroom Assistants work collaboratively with teachers, school staff, students, and families to support the mission of St. Ann's Catholic School and promote a Christ-centered educational environment.

Essential Duties and Responsibilities

- Assist teachers with classroom instruction and daily learning activities.
- Work with individual students and small groups as directed by the teacher.
- Support classroom management and reinforce teacher expectations.
- Assist with preparation, organization, and distribution of instructional materials.
- Supervise students during classroom activities, transitions, lunch, recess, and other assigned duties.
- Help maintain a clean, organized, and safe classroom environment.
- Support students' academic, social, and emotional development.
- Assist with classroom technology, projects, and special events as directed.
- Maintain confidentiality regarding student and school information.
- Perform other duties as assigned by the teacher, principal, or school administration.

Minimum Requirements

- High school diploma or General Education Diploma (GED).
- Ability to work effectively with children, teachers, and families.
- Demonstrated professionalism, reliability, and strong interpersonal skills.
- Ability to follow directions and carry out assigned responsibilities under the supervision of a teacher.
- Must successfully complete all required background checks and diocesan safe environment requirements.

Preferred Qualifications

- Previous experience working with children in educational, recreational, or childcare settings.
- Experience supporting classroom instruction or student learning.
- Ability to work collaboratively as part of a team.

- Basic computer and technology skills.

Relevant Experience May Include

- Day camps
- Youth groups
- Private schools
- Licensed childcare or daycare centers
- Church or parish programs
- After-school programs
- Summer camps
- Tutoring or mentoring programs
- Similar experiences working with children and youth

Physical Requirements

- Ability to stand, walk, bend, lift, and actively supervise students throughout the school day.
- Ability to lift and carry classroom materials and supplies as needed.

Mission Alignment

Employees of St. Ann's Catholic School are expected to support and uphold the mission, philosophy, values, and teachings of the Catholic Church and to serve as positive role models for students.

St. Ann's Catholic School joins with families to form students' faith, knowledge, and character.