ST. ANNE SCHOOL

JOB DESCRIPTION

Lower School Associate

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment
- Support the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensure the health, safety, and welfare of all students
- Hold in strict confidence all matters pertaining to the school
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and the Employee Handbook
- Attend faculty, departmental, grade-level, and administrative meetings as needed

DEFINITION:

The Lower School Associate will be assigned to a class or program in grades 2/3, assist the homeroom teacher, guide small-group centers and intervention, and create enrichment lessons for assigned discovery experiences. Responsibilities include, but are not limited to, the following:

DUTIES:

- Assist in implementing the daily program under the direction of the homeroom teacher by preparing the learning environment, setting up interest centers, and organizing materials
- Assume full leadership of the class in the homeroom teacher's absence
- Assist in providing instruction guided by Gospel values and in keeping with Roman Catholic tradition
- Assist in the delivery of prayer instruction that supports St. Anne School's faith formation program
- Treat children with dignity and respect, and protect their personal rights
- Attend special subject classes and professional development activities as required
- Maintain a professional attitude and behavior with students, parents, and other staff members
- Substitute in other classrooms as needed and as mutually agreed upon
- Establish and work toward yearly professional goals
- Ensure the health and safety of all students in the class
- Ensure a positive environment in which each student is encouraged to reach his/her potential
- Assist the homeroom teacher in maintaining discipline in the classroom and other school areas through positive but clear discipline practices
- Inform the homeroom teacher when social and academic problems arise
- Assist the homeroom teacher in maintaining the classroom, including a display of students' work, posted classroom guidelines, relevant bulletin boards, and a neat and orderly appearance
- Provide lunch/playground/carpool supervision as assigned
- Actively participate in the accreditation process of the School

- Attend and participate in all regularly scheduled all-faculty, division, department, and grade-level meetings, as well as in-service meetings, professional development workshops, and required school functions
- Attend the following activities:
  - All School Masses and assemblies
  - All staff meetings and in-service meetings
  - All other activities as designated by the school or outlined in the Employee Agreement
- Complete record keeping accurately and in a timely manner
- Adhere to a professional dress code as outlined in the Employee Handbook
- Arrange for a substitute associate in the event of absence

QUALIFICATIONS:

- Practicing Catholic preferred
- Bachelor's degree, with an interest in a teaching career, preferred
- Teaching credential preferred
- A minimum of two years of teaching assistant experience is preferred

PREFERRED SKILLS:

- Use of Mac/PC Platforms
- Use of SMARTboard technology

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: Ten-month hourly employee
Required to be on campus 7:30 am–3:30 pm, Monday through Friday

Reports to: Assistant Principal

This is a full-time as we're looking for hourly, non-exempt position starting at $20.50 an hour up to $25.50 an hour depending education and years of experience. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara, at hr@st-anne.org.