

ARCHDIOCESE OF INDIANAPOLIS

MINISTRY POSITION DESCRIPTION

LOCATION: St. Mary Catholic School, Rushville

I. IDENTIFYING INFORMATION

Position Title:	Teacher Assistant
Status:	Full Time
FLSA:	Non-exempt
Payroll basis:	Hourly
Reports to:	Principal
Supervises:	None

II. PRIMARY FUNCTIONS

The Instructional Assistant is a member of the St. Mary Catholic School faculty and works collaboratively with the homeroom teachers and school principal. The Instructional Assistant is responsible for helping the classroom teachers work with students in and out of the classroom, preparing the set-up for lessons, and assisting in the overall operation of all classroom activities.

III. POSITION CONTENT

a. Essential Functions

- Supervises assigned classes/groups for optimum educational development.
- Communicates with classroom teachers concerning expectations each day.
- Assists the teacher in record keeping as needed.
- Assists the teacher in enforcing classroom discipline plan that teaches appropriate decision making skills as well as love and concern for others with an emphasis on positive reinforcement and the use of logical, appropriate consequences that help the child understand the problem and learn to improve his/her behavior.
- Upholds Catholic Christian values incorporating these into daily interactions with students, parents, and co-workers.
- Assist the classroom teacher in meeting the emotional, social, physical, and cognitive needs of children in class
- Perform general classroom maintenance to keep the learning environment safe, clean, and clutter-free.

- Attend parent-teacher conferences, training, and staff meetings as needed.

b. Non-essential Functions

Perform other related duties as assigned.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

Willingness to function in a manner consistent with the mission of the Roman Catholic Church, sharing and supporting the philosophy, goals, and objectives of the school.

Ability to interact positively with children and act as an appropriate adult role model.

Ability to maintain accurate and detailed records.

Ability to give and follow written and oral instructions.

Ability to exercise judgment and discretion in analyzing and resolving problems.

Ability to maintain cooperative working relationships.

Ability to demonstrate respect for and sensitivity to a diverse population of students, co-workers, parents and others.

Ability to exercise discretion and to maintain confidentiality.

Ability to communicate effectively with children, other staff, parents, and the general public.

Patience and genuine interest in furthering the wellbeing, education, and development of children.

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct

Must be a high school graduate / GED

Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training

Valid driver's license required

Must be able to complete required continuing education to maintain approval to work in program.

Successful completion of health and background screening as required by law.

V. Working Environment

Must be able to perform physical activities such as, but not limited to, lifting children or heavy items (up to 50 pounds) unassisted; bending; standing; climbing; or walking. Must be able to work safely in an environment containing biological conditions that may be unhealthful or hazardous, such as bodily fluids and waste, germs, childhood diseases.

Date of job description: November 28, 2022

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name:

Employee Signature:

Date: