

Our Lady of Lourdes School  
52 First Street  
Taunton, Ma 02780  
Teacher Assistant Position  
PreK program

Our Lady of Lourdes School is a Preschool through Eighth grade Catholic school in Taunton, Massachusetts. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually, academically, socially, and always striving for excellence.

Candidates must support and uphold the philosophy of Catholic education and the mission of the school. They should have knowledge of the basic teachings of the Catholic Church.

**Job Title:** Teacher Assistant – PreK- 4-year-old program

**Job Summary:** Teacher assistants work closely with Teachers to develop lesson plans and create individualized coursework for students performing above or below the average education level for their grade. Their job is to motivate students to complete assignments and feel pride with their accomplishments.

**Responsibilities:**

- Help teachers with lesson preparation, including collecting materials and setting up equipment.
- Reviewing lessons or lectures with students on a one-on-one basis or in small groups.
- Supervising students in class, between classes and during recreation periods.
- Tracking attendance, collecting and distributing take home communications.
- organizations, professional reading, and participation in professional conferences and school in-service programs.
- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook.
- Report to classes at the scheduled time, assume homeroom duties, bulletin board displays, and maintain cleanliness of classroom.
- Supervision of students at all times must be maintained in the classroom and during assigned duties.
- Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds.
- Other duties and responsibilities as determined by the school administration.

Candidates should submit a letter of interest and resume to: Mary Turner, Principal, via e-mail [mturner@ololtaunton.com](mailto:mturner@ololtaunton.com). If contacted for an interview, candidates will also be asked to submit professional and personal letters of reference. References should speak to the candidate's ability to be a dynamic educator with leadership potential; his/her eagerness and enthusiasm in working effectively with capable young people at this level; and to his/her ability to work collaboratively with colleagues. Candidates will need to supply a Pastor's or Priest's certification of an active and appropriate faith life. Candidates must successfully complete a Criminal Background Check including fingerprinting as well as additional Safe Environment training(s) if offered a position.

Mary Turner  
Principal  
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