

Saint Joseph School
100 Spring Street
Fairhaven, MA 02719

Job Description - Upper Elementary & Middle School Teacher Aide

Summary

Assists teachers with curriculum planning, supervision, and teaching of children in a classroom setting; assists in presenting and reinforcing learning concepts.

Duties and Responsibilities

1. Provides support to the teacher to ensure a safe and stimulating educational environment.
2. Assists the teacher in planning and preparation for daily activities; aids instructional efforts of the teacher.
3. Assists the teacher in preparing lesson outlines, plans, and curricula in assigned areas.
4. Plans, prepares, and develops various teaching aids for use in classroom, including activity sheets, drawings, and similar handouts.
5. Presents subject matter to children, under the guidance of a teacher, utilizing a variety of methods including stories, discussions, and role playing.
6. Leads classroom activities.
7. Assists children, individually or in groups, with lesson assignments to present or reinforce learning concepts.
8. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- High school diploma or GED; at least 1 year of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.

Candidates should submit a letter of interest and resume to: Faith Piazza, Principal, via e-mail fpiazza@sjsf.dfrcs.org. 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.