



Loving to learn and learning to grow at... St. Mary's Catholic School

330 Pratt St. Mansfield, Massachusetts 02048-1581

Tel: 508-339-4800 **Email:** info@stmarymansschool.org

Fax: 508-337-2063 **Web:** www.stmarymansschool.org

Proudly accredited by the New England Association of Schools and Colleges

St. Mary's Catholic School Elementary Instructional Assistant Position

St. Mary's Catholic School, located in Mansfield, MA is seeking an Instructional Assistant. The assistant would be responsible for supporting the instructional program in Grade 1 or 2 along with the lead teacher.

Candidates must have a Bachelor's Degree and experience with children/students is preferred. Familiarity with technology and interest in academic technology integration in the curriculum is preferred. Candidates should be committed to academic excellence and team collaboration, and must also be able to support the mission of a Catholic school.

Job Title: Elementary Instructional Assistant

Job Summary: To support the instructional program in Grade 1 or 2 that encourages students to develop and fulfill their academic potential. Work is performed under the supervision of the Principal.

Essential functions of the job may include but are not limited to the following:

- Assist in the preparation for instruction including preparing instructional materials and organizing the classroom.
- Monitor students in the use of learning materials and equipment.
- Manage student behavior in the classroom by consistently enforcing rules and procedures set by the lead teacher.
- Assist with small groups of students and lead groups during centers-based/small group activities.
- Provide appropriate feedback by encouraging and monitoring the progress of individual students and use information to adjust teaching strategies.
- Assistant in preparing the learning environment for class activities.

Other functions of the job include but are not limited to the following:

- Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
- Participate in appropriate professional activities as directed.
- Other duties as assigned.

Candidates should submit a letter of interest and resume to: Matthew Bourque, Principal, via E-mail mbourque@stmarymansschool.org.