



**Job Title:** Teacher's Aide

**Written/Revised:** 4/23/2019

**School:** Saint Francis de Sales

**FLSA Code:** Non-exempt (Hourly)

**Responsible to:** Director of Pre-School

**Pay Range:** \$11.00 per hour

## **I. JOB SUMMARY**

Under the direct supervision of the teacher, this position provides support to the teacher and assists the teacher in planning and implementing lesson plans, incorporating all component plans, and leading large and small groups of students; performs clerical/ receptionist duties and other duties as assigned. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the policy and procedures manuals.

## **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Assist faculty in the context of classroom instruction, small group/individual tutoring, practice and drill.
2. Provide support in all areas of the classroom maintaining a clean, sanitary, safe, and cheerful environment. Cleaning is an essential responsibility of all preschool staff.
3. Develop and maintain a positive relationship with administration, the students, their families, and volunteers; ensure that all feel welcome, and receive on-the-job training and communicate with parents on a regular basis.
4. Assist Teacher in completing all required reports and distributing them to the appropriate people at the appropriate time; and assist in maintaining up-to-date and accurate files for all students, safeguarding privacy of records and confidential information.
5. Eat and interact with students at meal times, serving as an appropriate role model to the students.
6. Be familiar with, and perform duties, according to established policies, procedures, and regulations as assigned/directed.
7. Performing supervisory duties as assigned.
8. Maintain appropriate and accurate records.
9. Assist Teacher and Principal with various projects as requested.
10. Regular attendance and punctuality is essential for this job.

## **III. OTHER POSITION RESPONSIBILITIES**

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Assisting in the production of educational materials.
4. Performing necessary clerical tasks; communication and interface.
5. Provide support in keeping a current inventory, including all supplies and equipment, and ordering supplies in advance to avoid unnecessary shortages.
7. Ensure that all classroom equipment is operational.
8. Performs other duties as assigned.

## **IV. POSITION QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program. CPR certified (must be current and complete prior to working with the children)

**Education:** Bachelor's degree is required.

**Experience:** A minimum of one year of prior experience in a classroom setting is preferred; Computer experience is preferred.

**Job Related Skills:** Ability to communicate effectively and the understanding of the Catholic perspective; ability to multi-task and establish priorities; high level of integrity and professionalism; Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; light typing, filing and proof reading skills, excellent communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint).

**Interpersonal Skills:** The ability to work with others in a collaborative team environment.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, parents, and other visitors to the school.

**Mathematical Skills:** Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to use U.S. standards of currency and measurement.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Working Environment:** The ability to maintain all information highly confidential. Maintain positivity.

## V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

**ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

**ADHERENCE TO CHURCH TEACHINGS**

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is on line at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or [dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org). For CONFIDENTIAL questions or concerns, please e-mail your question to [confidential@columbuscatholic.org](mailto:confidential@columbuscatholic.org).

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Employee Signature

\_\_\_\_\_  
Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

### **Physical**

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
  - √ Stairs
  - Ladders
  - Scaffoldings
  - √ Ramps
  - Poles
  - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

### **Coordination**

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- Driving

### **Mental**

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

### **Interpersonal**

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

### **Perception**

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

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Principal's Signature

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Date