



**Job Opening: Part-Time Teaching Assistant**

**Vision Statement:** CKS students will live the *Catholic faith* in a global society.

**Mission Statement:** Christ the King School develops Character, Knowledge, and Spirit in its students and community by living the Catholic faith through sharing the sacraments, promoting academic excellence, and engaging in service.

**Information about CKS:**

- The Cathedral school of the Diocese of Lexington is the largest elementary school in the diocese.
- Named a Blue Ribbon School in 2006 & 2017
- Founded in 1951 and was staffed by the Sisters of Divine Providence until 1985.
- 485 students in grades PK2 through 8 and 95% of students are Catholic.
- Fr. John Stowe, OFM Conv., is the Bishop of the Diocese of Lexington.
- Fr. John Moriarty is the Rector of Christ the King Cathedral.
- Mrs. Ann Bruggeman is the Principal of Christ the King School.

**Personal and Educational Requirements:**

- Be a practicing Roman Catholic (preferred, but not required)
- Experience working with preschool children (preferred, but not required)

**Job Description:**

A teaching assistant functions as a member of a Catholic school staff, supporting the philosophy and mission of the school. The assistant is expected to support the religious dimension of the school and assists the teacher with instruction and classroom management. An assistant is under the direction of the teacher and principal in all school matters and is obligated to observe conscientiously all regulations of the local school as well as policies of the Catholic Schools Office.

**Assistant Duties are as Follows:**

1. Support the philosophy of Catholic education
2. Seek an understanding of, and implement the mission and educational philosophy of the local school.
3. Attend to related professional duties, including but not limited to:
  - Assists to ensure the opportunity for all students to learn and play in a supportive environment.
  - Assists with classroom activities for the purpose of providing students with age-appropriate instruction that addresses the needs of individual students.
  - Assists to foster the educational, emotional, social, and physical development of each child.
  - Assists in preparing a variety of materials.
  - Assists in tracking student progress.
  - Assists with problem solving to achieve class objectives.
  - Assists in monitoring students in a variety of environments for the purpose of providing a safe and positive learning experience.
  - Ability to collaborate with other staff, faculty, and parents.
  - Assists with age-appropriate disciplinary techniques to support individual student needs.
  - Assists with age-appropriate indoor and outdoor activities.
  - Assists teachers in maintaining a healthy classroom environment and seeks guidance when necessary.
  - Maintains positive relationships with teachers, parents, and other staff members.
  - Adhere to all state regulations.
  - Maintain 15 annual clock hours through the Childcare Council (if applicable)
  - Develop an annual Professional Growth Plan (if applicable)
  - Other duties as assigned by the teacher, principal and/or administration.

**Other:**

- Maintains confidentiality
- Maintains accurate and complete records as required by law and school policy
- Communicate effectively in writing and speaking
- Use email, software, and other technology
- Maintains flexibility

**Physical Demands:**

- Lifting, carrying, pushing, and/or pulling 25 lbs (minimum)

- Climbing, walking stairs, balancing
- Stooping, kneeling, crouching, etc.
- Assisting with diaper changes and toilet training