

Job Opening: Instructional 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.

Personal and Educational Requirements:

- Be a practicing Roman Catholic (Preferred, but not required)
- Experience working with and leading children in a school setting (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:
 - Lead and assist to ensure the opportunity for all students to learn in a supportive environment.
 - Lead and assist 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.
 - Lead and assist in preparing a variety of materials.
 - Lead and assist in tracking student progress.
 - Lead and assist with problem solving to achieve class objectives.
 - Lead and assist 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.
 - Lead and assist with age-appropriate disciplinary techniques to support individual student needs.
 - Lead and assist with age-appropriate indoor and outdoor activities.
 - Assists teachers in maintaining a healthy classroom environment and seeks guidance when necessary.
 - Maintains positive relationships with teacher, parents, and other staff members.
 - Adhere to all guidelines and procedures.
 - 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
- Possible climbing and balance
- Stooping, kneeling, crouching, walking, etc.