

## Preschool Classroom Assistant Teacher



St. Therese Catholic School is seeking an energetic and talented individual to fill a part-time position for the 2021-2022 school year. The successful candidate will be faith-filled, compassionate and willing to work collaboratively in a team environment.

St. Therese Catholic School is a preschool through fifth grade Catholic school in Wayland, Michigan. Our mission is to provide a high quality Catholic education to our students so they can become all God calls them to be.

### **JOB SUMMARY**

Preschool Classroom Assistant Teacher is responsible for helping to implement a safe, organized and joyful classroom environment. Classroom Assistant Teacher works in collaboration with the teacher to support each other and provide the best faith-filled, academically rigorous experience for all students. This position is for 15-19 hours per week. Starting salary is \$11-12 per hour, depending on experience and education.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist in delivering developmentally appropriate lesson plans based on diocesan approved curriculum and instructional materials that facilitate active learning.
- Use relevant technology as defined by the school to support and differentiate instruction.
- Assist in maintaining accurate and complete records of students' progress and development.
- Contribute to the classroom culture of joy and learning by establishing and enforcing expectations, procedures and consequences as set forth by the school and diocese.
- Participate in school and diocesan meetings, appropriate professional development and activities
- Encourage parent and community involvement.
- Other duties as assigned by the principal

### **QUALIFICATIONS/REQUIREMENTS**

- High School Diploma
- Must complete state and national background checks and diocesan required VIRTUS training
- Experience in working with children from diverse cultural, economic and ability backgrounds.
- Ability to establish and maintain cooperative and effective working relationships with others.
- Ability to communicate effectively orally and in writing.

### **PHYSICAL REQUIREMENTS**

Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment; reach with hands and arms; and must occasionally lift and/or move up to 50 lbs.

Interested candidates please submit a letter of interest, resume and references, to:  
Sheryl O'Connor, Principal of St. Therese Catholic School, 430 South Main Street, Wayland Michigan 49328  
Email: [soconnor@sttcatholicsschool.org](mailto:soconnor@sttcatholicsschool.org), call or text: 616.291.7443