



**Saint Philip School
Teacher Assistant Position
Job Description**

The Roman Catholic Diocese of Providence acknowledges that the Catholic School employee is vital to the educational mission of the Church. The employee not only stimulates the acquisition of knowledge and understanding, but serves as a consistent, joyful and living witness to the teachings of Christ.

Saint Philip School is seeking a creative and enthusiastic person to serve as a full time Teacher Assistant to support one of our preschool classrooms.

The Saint Philip Early Learner Program provides children with a warm and caring environment where they can develop their physical, social, emotional, spiritual, and cognitive skills. Program goals encompass Christian development, a positive self image through discovery, self expression, and interaction with others, and an increase in social, emotional, and behavioral skills. The primary classrooms are positive environments where children are encouraged to be explorers, role models for others, life-long learners, and compassionate beings who appreciate one another's unique God-given talents and abilities. The classrooms are alive with hands-on activities, crafts, games, work, research, technology, and much more as students study science, math, literature, reading, writing, social studies, and religion.

A teacher assistant must be willing to support the philosophy, values, and activities of the school, be of good character, and be willing to participate in on-going professional development.

This position is responsible for but not limited to the following duties:

- *Prepare classroom activities and facilitate a learning environment that is consistent with findings of effective schools research under the supervision of certified personnel.
- *Assist groups of students in reinforcement activities related to material initiated by certified personnel.
- *Guide students in remedial and/or enrichment activities under the supervision of certified personnel.
- *Assist with cafeteria, snack, toilet (Little Cardinals only), clothing, playground and other classroom activities.
- *Assist in the development of good eating habits and table manners for children.
- *Supervise pupils in working and playing harmoniously during group activities.

- *Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- *Assist in upholding and enforcing school rules and administrative regulations.
- *Help certified personnel in the maintenance and cleaning of work, play, and/or study areas.
- *Assist in the collection and displaying of suitable material for educational displays.
- *With the lead teacher, work to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students.
- *Establish and maintain cooperative professional relations with others.
- *Perform related duties as assigned by the lead teacher and/or administration in accordance with diocesan and school policies and practices.

Interested parties who possess a *current teaching assistant certificate/coursework* or who are *currently enrolled in a program and/or have experience in working with children*, should send all inquiries to the attention of Keith Kline, Principal, at principal@stphilipschool.com or (401) 949-1130 and submit a completed staff application with the Diocese of Providence. The application can be accessed at <https://www.catholicschoolsri.org/staff-application-1>.