



*St. George Catholic School is a Christ-centered, family-oriented community, with a history and tradition of excellence. Gospel values are integrated with academics within a progressive curriculum, promoting faith development through liturgy, prayer, and service.*

St. George Catholic School is an elementary school within the Diocese of Baton Rouge. The Pastor of St. George Catholic Church is the chief administrative officer of the whole parish and shares his professional responsibilities with the principal. The principal is the administrative head of the school and is responsible for its effective operation. As a SACS accredited school and a National Blue Ribbon School of Excellence, St. George Catholic School provides education to over 1,100 students in grades Pre-K through 8<sup>th</sup>.

**Position: Teacher Assistant | Report to: Principal and Assistant Principal | Non-Exempt Position**

A teacher assistant at St. George provides support to the teacher to ensure a safe and nurturing educational environment. The teacher assistant ensures that the educational materials necessary for the daily lessons are ready for student use. The teacher assistant helps the teacher implement lesson plans by working with students individually or in small groups to help ensure the goals of the plans are being met. The teacher assistant helps the teacher by monitoring the students during non-classroom times, including transition times, at lunch, and during recess. The teacher assistant fulfills the mission of St. George Catholic School by creating a loving, safe, supportive, and nurturing environment that promotes academic, spiritual, emotional, and social growth.

**JOB SUMMARY:** The Teacher Assistant is responsible for:

- 1) Preparing educational materials for student use
  - Make copies of instructional materials for daily lessons
  - Organize materials and workspaces required for daily instruction and activities
  - Make sure the classroom is tidy at the end of day and ready for the next day of instruction
  
- 2) Assisting the teacher with lesson plan implementation and documentation of student progress
  - Work with individuals or small groups to re-enforce instructional material
  - Assist teacher with classroom management during instruction
  - Assist teacher with implementation of technology in the classroom
  - Assist teacher with the recording of student progress
  - Prepare information for parent communication

### 3) Monitoring students during non-classroom times

- Accompany students during transitions to other areas within school
- Assist with management of students during lunch
- Ensure student safety by monitoring students during recess periods
- Accompany students during off campus excursions
- Encourage and monitor social interaction among the students
- Model appropriate conflict resolution to the students

### **Qualifications**

- High school diploma, Bachelor Degree welcomed
- Classroom experience preferred
- Must maintain compliance with the Diocese of Baton Rouge Ethics and Integrity in Ministry (EIM) policies throughout employment period
- Ability to support and assist in fulfilling the mission of St. George Catholic School
- Ability to uphold the philosophy of Catholic education by acting as a witness to Gospel values and modeling the teachings of the Roman Catholic Church

### **Other Skills/Requirements**

- Support and uphold the philosophy of Catholic education and the mission of the school
- Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
- Support and adhere to the policies and procedures of the school
- Ability to maintain confidentiality regarding school matters
- Ability to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in collaborating with peers to enhance the work environment and support instructional planning
- Skill in demonstrating professionalism in conduct, demeanor and work habits
- Knowledge of applications associated with Google
- Proficient in use of technology

### **Working Environment/Conditions**

- Teacher Assistant should be able to lift boxes and books
- Teacher Assistant should be able to withstand the climate of Louisiana for a certain period of time while on duty
- Teacher Assistant must be able to walk briskly while transporting students around campus
- Teachers may be called to work outside of normal school hours, as events require

**Employee Acknowledgement**

I understand that this job description is a summary of the essential duties and responsibilities of the position. It is not intended to be a comprehensive listing of all duties and responsibilities. I understand that this job description is subject to change at the discretion of administration.

I have received a copy of this job description and I acknowledge that I understand and will perform the duties of the job according to the standards set forth above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name Printed

\_\_\_\_\_  
Date