



Teacher Aide Job Description

Location: St. Anthony Catholic School, Show Low, AZ

Job Title: Teacher Aide

Employment Classification: Non-exempt, Part-time

Reports to: Classroom Teachers and Principal

Primary Purpose of this Position: Teacher aides are integral members of the instructional staff and provide a valuable service to the school's overall program when their skills are properly utilized. The teacher aide position provides direct assistance to the teachers in the classrooms, performing all duties commensurate with the position. Teacher aides are also responsible for providing supervision at before school, lunch, during the day, and after school recess times.

Essential Duties and Responsibilities: Based on the direction of the teacher or administrator, daily responsibilities may include, but are not limited to:

- Supervising students while the teacher is performing other duties;
- Correcting student work (*seatwork and some types of tests*);
- Recording grades;
- Maintaining attendance records;
- Working with small groups of students under the direction of the teacher;
- Assisting students individually with various tasks;
- Arranging for use of technology equipment;
- Assisting the teacher in the supervision of playground activities;
- Reading to the class;
- Filing;
- Creating posting bulletin boards;
- Accepting other duties of a routine nature that free the teacher for more concentrated work with the students;
- Supporting the school's mission, goals, and objectives;
- Serving as a Christian role model;
- Disciplining students with love and consistency;
- Treating each student as a unique individual;
- Accepting performance appraisals and challenges to grow professionally and personally; and
- Participating in the diocesan catechetical formation program.

Other Shared Responsibilities:

- Supervising students during recess, in the restroom, and in the lunchroom;
- Assisting in liturgical celebrations; and
- Attending faculty meetings and school and diocesan in-services.



This Position Supervises: At the discretion of the teacher and school administrator, the teacher aide may supervise classroom volunteers.

Qualifications:

Preference for active, practicing Catholics applies to all positions within the Catholic school setting. The teacher aide must be at least 18 years of age and have a high school diploma or equivalent.

Skills and Knowledge: Applicant must:

- Communicate effectively, both verbally and in writing
- Have basic computer and technology skills

Compensation: Compensation will be based upon qualifications and experience.