



Notre Dame Catholic School

Job Posting for the 2022-23 Academic Year

Teacher's Aide (Full-Time)

Mission:	<i>Notre Dame Catholic School, a ministry of the Notre Dame Catholic Community, fosters learning through an unsurpassed faith-based education that prepares young people for extraordinary lives.</i>
Instructor Opening:	Teacher's Aide
Posting Date:	2/27/2023
Start Date:	Upon hiring
Contact:	Natasha Magnuson, Principal School Office: (219) 872-6216
Process:	Submit cover letter, resume, and any professional references by e-mail to Natasha Magnuson at nmagnuson@notredameparish.net

Position Overview:

Notre Dame Catholic School's Teacher Aide will support faith-based student learning by assisting the Lead Teacher in developing and implementing a program of activities that promotes the spiritual, social, emotional, physical, and academic development of each child. The duties and responsibilities will be carried out under the direction of the Lead Teacher.

- Responsible for assisting the teacher with full implementation of Notre Dame Catholic School's performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of all levels of the PS-8 classroom
- Participate in certain team meetings, center activities, and staff development during work hours
- Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children
- Develop a positive relationship with each child and promote the development of self-esteem and discipline
- Perform other duties as required or assigned by the Lead Teacher
- Educating and guiding each student in the Catholic religion in accordance with the standards and mission of the Diocese of Gary and the Roman Catholic Church
- Engaging students in the mission while providing support and accountability
- Supporting parents in the development of their children
- Ensuring a safe and secure learning environment
- Acquiring and implementing resources and providing support for faith-based youth development
- Addressing identified student learning needs in collaboration with the parents and other ND staff

Qualifications:

- Commitment to the mission of Catholic education; ability to articulate a vision of faith-based student learning within a parish Catholic school community; ability to engage students in the mission
- High School Diploma or GED
- Must demonstrate experience and interest in working with children, parents, and volunteers
- Must demonstrate success in working as a member of a team
- Must have effective and strong communication skills (orally and written)
- Must demonstrate the ability to work well with children
- Completion of appropriate criminal background checks and drug screening

Physical Capabilities:

- Work is primarily performed in a classroom environment. Centers are dynamic with a high level of activity. Work may also be performed at community sites for field trips.
- Incumbent must be able to lift 40 pounds
- Stand up to 95% of the day
- Assume postures in low level positions that best allow physical and visual contact with children
- Must be able to sustain a high level of energy
- Bend to perform various tasks numerous times throughout the day
- Stoop, sit on the floor
- Have the ability to move from a seated position to a standing position promptly to respond to emergency situations
- Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
- Both indoor and outdoor environment are typically found in a Pre-School and K-8 classroom. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.
- Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being
- Must be able to excel in an ambiguous and continuously changing, competitive environment
- Incumbent will need to be flexible and be able to respond quickly and appropriately to changing situations
- Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children

Compensation:

- Salary Commensurate with Experience

Notre Dame is an equal opportunity employer; qualified applicants are considered for all positions without regard to race, color, sex, national origin, age, marital status, ancestry, or the presence of a disability, which, with reasonable accommodation, does not impair performance of essential job duties.