

McQuaid Jesuit High School

Position Title: Sixth Grade Teachers' Aide

Position Summary: The Sixth Grade Teachers' Aide (TA) is responsible for supporting the sixth grade teachers throughout the school day.

Essential Functions or Key Responsibilities

- Keeping students on task during classroom instruction. This might include answering general questions, distributing materials, etc.
- Working with individual students that need extra help with subject matter
- Assisting students with organizational skills, including organization of lockers, coordination of materials with schedule, clarification of directions, navigation of teacher websites, and keeping homework agenda up to date.
- Providing support to teachers on special projects
- Providing additional adult supervision at lunch
- Assist teachers in addressing student behavioral issues
- Accompanying students to destinations within the building e.g. Nurses' office, Treasurer's office, etc.
- Monitoring class during brief teacher's absence
- Provide coverage for Middle School Office as needed

Qualifications and Experience

Education - Associate's Degree or equivalent experience – Associate's Degree in Early childhood education, Elementary/Secondary education or related field **OR** a minimum of 3 - 5 years' experience in a teacher's aide role accompanied by a high school diploma or GED

Experience - Minimum of two years' experience in a school environment, preferably grades 6 – 8

Competencies/Skills

- Knowledge of preadolescent and adolescent behavior
- Understands the unique educational environment for boys' learning
- Experience working with students
- Working knowledge of computers and iPads
- Strong organization skills and attention to detail
- Flexible/adaptable on a daily basis to various work environments and schedules
- Maintain calm demeanor in difficult situations

Physical Demands

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee will occasionally lift or move items over 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work - *This is a part-time position 24 hours per week that operates throughout the academic year while school is in session and students are in the building. Days and hours of work are generally Monday, Tuesday, Thursday, and Friday, 9:15 am to 3:15 pm, but may be modified as needed.*

How to apply: Go to <https://mcquaid.org/about/careers/>. Interested candidates should submit a resume and letter of interest via email to employment@mcquaid.org on or before July 9, 2021.