



Growth. Values. For Life.

LOWER SCHOOL ASSISTANT TEACHER
JOB DESCRIPTION

Department: Lower School
Supervisor: Lower School Principal
Status: Full-time

Ursuline Academy is seeking full-time, Lower School Assistant Teacher for the 2020-21 school year. The Assistant Teacher will help with instruction in the classroom, while aiding the teachers and administration.

SPECIFIC DUTIES:

Students:

- Assist with instruction and activities for individuals or for groups as assigned by the teacher
- Work as a member of the team with the teacher
- Supervise students in instructional settings, off-campus activities, and during non-instructional activities, such as recess and assemblies
- Assist teacher with organizational needs in the classroom
- Provide safety and supervision for students at recess, lunch, arrival, and dismissal as needed
- Maintain order with the students assigned for supervision
- Promote a positive, caring climate for learning
- Collaborate with cooperating teachers to deliver daily instruction and plan subsequent lesson plans

Communication:

- Communicate effectively with staff, students, and families
- Demonstrate interest, patience, fairness, and respect
- Keep confidential any information regarding any child in the Lower School including discussing children with other people and including parents within our school

WORK ETHIC:

- Maintain confidentiality at all times regarding the Ursuline community

- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and Ursuline's founder, St. Angela Merici
- Must be highly dependable and have a willingness to perform all other duties as assigned
- Attend all required meetings
- Respect, cooperate, and maintain a positive attitude with colleagues (faculty and staff), students, parents, and alumnae

REQUIREMENTS:

- High school diploma
- Proficient in computer technology
- Ability to multitask in a busy office environment
- Ability to perform a variety of complex clerical duties including periodical upgrades of skills to meet changing job conditions

PREFERRED:

- Some college strongly preferred
- Experience in a school setting

PHYSICAL DEMANDS:

While performing the duties of this job the employee is regularly required to sit, use hands, fingers, talk, hear, use stairs, handle, and or use objects. The employee is required to reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl. Must have the mobility required to ensure the safety of the children. Specific vision ability required by this job include close and distance vision. The employee must occasionally lift and or move up to 40 pounds.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee may be exposed to possible infectious diseases. While performing the duties of this job the employee is occasionally exposed to weather conditions or extreme cold or heat.

SALARY/BENEFITS:

- Commensurate with experience and education
- Generous benefits package offered

TO APPLY:

If interested, email cover letter, resume, and references to: uaemployment@ursuline.org. Please include "Lower School Assistant Teacher" in the subject line of email.