ST. BERNARD SCHOOL
251 East Bridge Street • Breaux Bridge, LA 70517-5027
Office: 337-332-5350 • Fax: 337-332-5894
Est. 1891

JOB DESCRIPTION AND QUALIFICATIONS

Job Title: Teacher Assistant

Summary: The part-time Teacher Assistant works alongside particular teachers to assist them in effectively planning and directing learning and leading students toward the fulfillment of their potential for intellectual emotional, psychological and physical growth and maturation. They receive their assignments from the teacher(s) with whom they work. The part-time Teacher Assistant is expected to work 180 days a year.

Supervisor: Reports to lead teacher

Supervision Given: Students

Responsibilities:

1. Planning
    a. Provides assistance where needed in the preparation of all daily program and instructional activities, including field study opportunities
    b. Assist in preparation that can be completed in the morning hours for afternoon activities. i.e. nap, snack time, afternoon enrichment activities, etc
    c. Maintains the daily/weekly folders for communications with home
    d. Maintains classroom files
    e. Prepares bulletin boards, as directed by the teacher, and laminates material
    f. Prepares materials and supplies for art instruction, enrichment instruction, etc.
2. Management
    a. Assists in maintains an environment conducive to learning through the organization available space, material, and/or equipment
    b. Assists the teacher in managing routines and transitions to maximize the amount of time available for instruction
    c. Assists the teacher in managing learner behavior and utilizes monitoring techniques to help facilitate learning
3. Instruction
    a. Learns the instructional programs and provides remedial instruction
    b. Assists with small group instruction, as directed by the teacher
    c. Provides individual remediation as directed by the teacher.
    d. Assists in the administration of tests
    e. Assists in the monitoring and checking of homework
    f. Assists in the grading of papers
    g. Administers make-up work for absent students
4. Other Duties
    a. Meets and instructs students in the locations and at the times designated.
    b. Strives to implement, by instruction and action, the school's philosophy of education and instructional goals and objectives.
    c. Takes reasonable precautions to protect students, equipment, materials, and facilities.

d. Maintains accurate and complete records as required.
e. Upholds and enforces school rules, administrative regulations, and policies.
f. Demonstrates commitment to the goals of Catholic Education.
g. Performs such other related duties as assigned by the principal.

Qualifications:

1. Minimum of a High School diploma or GED; Bachelor's degree from an accredited university, preferred
2. Educational or instructional experience, preferred:
    a. Ability to master and communicate instructional material
    b. Secures student cooperation independent of immediate supervisor (teacher or administration)
    c. Ability to establish positive relationships with students, parents, and professional staff
3. Effective organization and communication skills
4. Attention to detail
5. Ability to work cooperatively with others

Working Conditions, Physical Requirements, and Environment:

1. Efficient in current technology, such as Google Platforms and Microsoft Office, and be willing to learn and implement programs used by SBS
2. Ability to stoop and bend
3. Ability to reach and grab objects
4. Ability to lift and carry objections weighing at least 15 pounds
5. Ability to be on one's feet for an extended period of time

Initial _____
Date _____