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Divine Redeemer Catholic School
K4/First Steps Teaching Assistant
Job Description

General Job Summary: Every employee of Divine Redeemer School is a religion teacher and expected, in word and behavior, to witness to the Gospel of Jesus Christ. The K4/*First Steps* teaching assistant will be consistent at all times, in example and expression, with the tenets and morals of the catholic Faith. Under the direction of the Administration/Teacher, the teaching assistant will prepare activities, provide instruction and supervise the students and maintain program standards.

Primary Responsibilities

1. Assists in implementing a program in accordance with the Diocesan, school, and *First Steps* Program guidelines.
2. Assists in providing a safe, nurturing, and positive experience for students.
3. Consider the individual child in relation to their culture and socio-economic background.
4. Assists in maintaining site discipline, open and effective parent communication, program improvement and school site personnel relations based on Diocesan and Divine Redeemer School guidelines and procedures.
5. Assists in developing and implementing effective, developmentally appropriate curricula.
6. Work cooperatively with Divine Redeemer School personnel and the teacher/administration to maintain a quality program.
7. Communicates K4/First Steps needs to the teacher/administration.
8. Maintains effective relationships with employees, parents, and students.
9. Assists in the set-up and arrangements of supplies and equipment.
10. Performs other related work as required by the position.
11. Comply with the Diocesan, Divine Redeemer School, and *First Steps* program policies and procedures.

Knowledge, Skills, and Abilities

1. Must be willing to attain a working knowledge of Diocesan, school, and *First Steps* program policies.
2. Must have strong, appropriate communication skills.
3. Must possess and demonstrate appropriate interpersonal skills.
4. Under the general supervision of the teacher/administrator, must be able to perform duties such as preparing materials, assisting students individually, and in small groups.
5. Must exercise patience, tolerance, and objectivity when working with individual or groups of students,

Education/Training Requirements

1. Must possess, at minimum, a high school diploma or its equivalent.
2. Must have one year of documented experience working with children under five years of age.
3. Must have completed the Early Childhood Development Credential (ECD) 101 or enroll and complete this course within twelve months of the teaching assistant contract award.

Working Conditions

1. Position involves mobility, bending, carrying, and lifting (under 25 lbs.)
2. Must be willing to work outdoors.