

Teacher's Aide

OLV Elementary School

POSITION SUMMARY

Demonstrate the competencies and behaviors needed to foster growth, student preparedness and mastery for future success in school and to support the core values, vision, and mission of OLV Elementary School.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Helps to maintain a safe, organized classroom, which supports students' independent learning, collaboration and choice.
2. Assists in utilizing a variety of effective instructional and management techniques.
3. Helps to support the learning process in classrooms, under the guidance of the classroom teacher.
4. Provides consistent, positive feedback to students to support their learning
5. Assists in monitoring and maintaining a positive classroom environment that supports the school wide behavior expectation in which most students are engaged, incorporates mutual respect and provides cooperative learning opportunities.
6. Establishes and maintains appropriate relationships with students, parents, staff, and community members by communicating in a tactful, courteous, and confidential manner.
7. Appropriately communicates and interacts with other professional staff in academic planning and school committee work.
8. Attends and participates in staff meetings and extra-curricular/school related activities and committees.
9. Demonstrates a commitment to continuous professional growth and works with administrator to formulate and complete professional responsibilities.
10. Assists the teacher in any way to make the classroom run smoothly and successfully throughout the year.
11. Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

1. Demonstrated ability to interact positively with others and build relationships with students, parents and co-workers
2. Ability to manage classroom effectively
3. Ability to prioritize, multi-task and organize work responsibilities
4. Ability to differentiate instruction to a wide range of learning styles and needs
5. Work effectively within a team environment, collaborate with others
6. Strong written and verbal communication skills

7. Organized, ability to follow instructions, document information
8. Knowledge of MS Office Suite (Word, Excel, PowerPoint, Outlook)

EDUCATION AND EXPERIENCE

1. High School diploma required.
2. Previous experience working with children and providing instruction in a school setting preferred.
3. Experience with MS Office Suite (Word, Excel, PowerPoint, Outlook) preferred.

WORK SCHEDULE:

Monday through Friday 7:30 AM to 2:30pm with a ½ hour lunch
September through June

Pay Range: \$15.50-\$18.50/hour, based on skills and experience

Email resume and cover letter to: olvc-careers@olvcharities.org

Or send cover letter with resume to:

OLV National Shrine and Basilica/OLV Elementary School
Human Resources Department
780 Ridge Road; Lackawanna, NY 14218