



VACANCY NOTICE

POSTING PERIOD: April 5, 2018 – April 19, 2018

Applications are being accepted for the position listed below during the Posting Period and beyond if not filled within 2 weeks of the end of the posting date.

TITLE: Summer Program Teaching Assistant

PROGRAM: School Program

WHEN: 07/06/2018 – 08/17/2018

HOURS: Full-time

DESCRIPTION: The Teaching Assistant will facilitate students' appropriate participation in all scheduled classes and activities and assist the students in meeting academic and social needs. The Teaching Assistant will carry out classroom activities in classroom teacher's absence.

RESPONSIBILITIES:

- Assist the teacher with curriculum development and lesson planning
- Work with teacher in planning and implementing programs aimed at meeting the individual needs of the students
- Encourage student enthusiasm for learning processes by working with each student on an individual basis
- Observe students' behavior and progress on a regular basis
- Work with teacher to recognize and address learning problems
- Assist teacher in developing reasonable classroom rules in accordance to the school guidelines
- Evaluate students periodically to determine progress and need for intervention
- Handle student record management tasks
- Assist teachers in making needed adjustments to the instructional program
- Supervise students during instruction and in the absence of the teacher
- Assist students during lunch time and with their toileting needs
- Handle instruction resource research activities and hand out materials to students
- Assist students in embarking and disembarking from the school bus
- Actively participate in school aquatics programs
- Attend school wide activities with the students
- Work as a member of a classroom team
- Attend staff and in-service meetings as appropriate
- Other duties may be assigned.

QUALIFICATIONS:

High School diploma or GED and Teaching Assistant Certification required. Some college education and experience working with children with developmental/intellectual disabilities is preferred.

EQUAL OPPORTUNITY:

Holy Childhood is an Equal Opportunity Employer and does not discriminate on the basis of race, age, color, religion, sex, marital status, sexual orientation, veteran status, national origin, or any other characteristic protected by law.

Please send cover letters and resumes to:

Human Resources

Holy Childhood

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