

ARCHDIOCESE OF INDIANAPOLIS

LOCATION: Sacred Heart Catholic School, Jeffersonville, IN

I. IDENTIFYING INFORMATION

Position Title: Teaching Assistant, 2 year old room
Status: Temporary
FLSA: Non-exempt
Reports to: Preschool Director and Principal
Supervises: No Other Employees

II. PRIMARY FUNCTIONS

Teaching Personnel are responsible for the supervision of students during school hours. This class is play-based, active and full of sweet students who thrive with consistency, structure and positive guidance. This temporary position would involve working alongside the lead teacher and helping support daily routines, play, centers, diaper changes, snack/lunch, outside time and transitions. We go outside as often as possible, weather permitting, so being comfortable outdoors and active with toddlers is very important!

III. POSITION CONTENT

a. Essential Functions

- Must be comfortable following the lead teacher's direction and classroom expectations
- Must be flexible and know when to pivot if something is not working, the classroom often follows student interests
- Must be able to set clear boundaries and consistency throughout the day, children are only picked up for safety or comforting purposes, as we encourage independence and routine expectations in the classroom
- Must be comfortable with diaper changes and assisting with toileting routines
- Provides supervision for children, maintaining a safe and healthy environment, and is able to offer First Aid when needed
- Help organize and participate in Centers, reading to the children, and assisting Lead Teacher with duties as needed
- Interact positively with children and act as an appropriate adult role model
- Assists in distributing snacks and lunch, directs children in eating as well as cleaning up as needed
- Helps children develop habits of sharing and picking up and putting away toys and books. Maintains discipline
- Maintains a classroom environment that is in accord with program goals and philosophy

IV. POSITION SPECIFICATIONS/REQUIREMENTS

a. SKILLS, KNOWLEDGE, AND/OR ABILITIES

- o Willingness to foster the mission of the Church
- o Ability to implement a program based on sound principles of child development
- o Meet Indiana child care agency regulations. Enforce and apply all laws, rules, and regulations
- o Ability to give and follow written and oral instructions
- o Ability to exercise judgment and discretion in analyzing and resolving problems and to maintain confidentiality
- o Ability to maintain cooperative working relationships
- o Ability to demonstrate respect for and sensitivity to a diverse population of students, co-workers, parents and others
- o Ability to communicate effectively with children, other staff, parents, and the general public
- o Patience and genuine interest in furthering the wellbeing, education, and development of children

b. EDUCATION, TRAINING, AND/OR EXPERIENCE

- o Looking for a warm, patient, team-oriented personality
- o Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
- o Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
- o Background screening required
- o One year of experience related to the care of young children is preferred.
- o Successful completion of pre-employment health screenings as required by law.

V. WORK ENVIRONMENT

Lifting children or heavy items (up to 50 pounds) unassisted; bending; standing; climbing; or walking. Must be able to bend, kneel, stoop, stand, and sit for long periods of time. Must be able to work safely in an environment containing biological conditions that may be unhealthful or hazardous, such as bodily fluids and waste, germs, childhood diseases. Exposure to moderate to loud noises and exposure to weather conditions.

Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____