



# Huntington Catholic School

- Academic Excellence in a Catholic Community -

## Elementary Teacher's Aide Job Posting

### Qualifications

- Must have a High School or General Education Diploma.
- Must be able to lift and carry up to 40 lbs.
- Must hold and maintain current CPR and First Aid certifications.

### Responsibilities

- Reports to the classroom teacher
- Work with small groups of children as an extension of the classroom lesson.
- Supervise and ensure the safety and well-being of the children at all times.
- Assist classroom teacher in any way possible including, but not limited to:
  - Preparing and setting up activities.
  - Implementing portions of the daily program/lesson as directed by the classroom teacher.
  - Assisting in keeping the classroom, storage and playground orderly and organized.
  - Attending field trips.
  - All other activities such as recess or lunch duty as assigned by the principal.
- Attend staff meetings at least four times throughout the school year.
- Be familiar with state regulations for supervision.
- Be familiar with the School and Staff Policies for Huntington Catholic School.
- The schedule is Tuesday-Thursday 7:30-2:45.

### Contact Information

**Name:** Derek Boone

**Phone:** (260)356-2320 or (260)356-1926

**Email:** dboone@huntingtoncatholic.org

**Address:** 820 Cherry St.

Huntington, IN 46750

*820 Cherry Street Huntington, IN 46750  
(260) 356.1926 OR (260) 356.2320*