

Teaching Assistant Job Description

St. James Lutheran School

2101 N Fremont

Chicago, IL 60614

(773) 525-4990

St. James is a Lutheran Elementary School (grades PreK - 8th grade) located in the Lincoln Park neighborhood of Chicago. We are seeking several teaching assistants for the 2019-2020 school year. Applicants must be physically and emotionally healthy, poised, punctual and enthusiastic. They must communicate effectively and work well with others. In addition, they should demonstrate a love for teaching young children and serving families in a Christian school, as well as an ability to articulate the mission, vision and spiritual beliefs of St. James as well as adhere to all policies and procedures..

Primary Responsibilities:

- Maintain regular and open communication with classroom teacher to discuss lesson plans, children's progress and discipline.
- Work with students individually, in small and large groups following lesson plans of the lead teacher.
- Handle minor discipline problems through Positive Discipline. All major discipline is to be handled directly by the classroom teacher.
- Assist in preparations including copying, distributing materials, setting up activities and preparing documentation.
- Cleanliness is of utmost importance in our Early Childhood. As such, assistants will be responsible for adhering to the Early Childhood Cleaning Schedule.

Requirements

- High School Diploma
- Experience working with young children
- Certified or willing to become certified in CPR/First Aid
- Willing to obtain a TB Test
- Monday through Friday from 8:15am to 3:30pm

Salary: \$12.00-\$15.00 per hour

Starting date: August 19, 2019

To apply, please send a resume to:

Lynda Runge

Director of Early Childhood Education

office@stjames-lutheran.org