

## Teaching Assistant Job Description

### Summary:

St. James Lutheran Elementary School (grades PreK - 8th grade) located in the Lincoln Park neighborhood of Chicago. We are seeking a part-time teaching assistant Monday - Friday from 8:15-3:45 . 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.

### 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 our Early Childhood Cleaning Standards and Schedule.

### Requirements

- High School Diploma
- Experience working with young children
- Certified or willing to become certified in CPR/First Aid
- Monday, Wednesday and Friday from 8:15am to 12:00

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