



PRESCHOOL THROUGH GRADE 12

WE PRAY! WE LEARN! WE ACHIEVE!

November 20, 2023

St. Patrick Catholic School, immersed in the teachings of the Catholic Church, is dedicated to providing excellent spiritual and academic formation in the development of well-rounded individuals centered in Christ.

St. Patrick Catholic School is seeking a **part time academic support teacher assistant**. This position is for the third grade classroom for the hours of **11am - 2pm for the 2023-2024 school year**.

Report to the Elementary Principal

Job Description:

Work with students within the classroom setting to support academic and behavior goals. Additionally, qualified applicants must be dependable, flexible, and able to maintain confidentiality.

General duties may include, but are not limited to:

- Provide direct instruction to students.
- Perform limited screening and assessment.
- Assist in team teaching/collaboration.
- Assist with providing adaptation in classroom assignments and curriculum.
- Pre-teach and reteach identified general education content.
- Provide supplements, aids and services.
- Engage peers to provide support and friendship.
- Assist in carrying out individualized student plans, focusing on student goals.
- Supervise areas within the school, as assigned, including lunchroom and recess.
- Willingness to become Crisis Prevention Intervention (CPI) certified (training provided)
- Ability to work and problem solve with students and adults in a positive manner.
- Organize classroom learning and materials to maximize student time on tasks as well as motivate student learning.
- At all times, demonstrate professional responsibility in enforcing diocesan and school policies, and regulations.
- Display sound judgment in dress and general behavior and maintain confidentiality.

Required knowledge/skills:

- Practicing Catholic living in accordance with the Magisterium of the Catholic Church.
- Proficient in written communication.
- Expert in multitasking and problem solving.

Qualifications:

- Valid High School Diploma or equivalent.
- Experience in the field of education, preferred.

Application deadline is Friday, December 8, 2023. Interviews are tentatively scheduled to take place the week of December 11.

Please send cover letter, resume, and Diocesan application [click here](#) for employment to:

Cortney Smith, Principal

St. Patrick School

Email: cortneysmith@portlandstpats.org