

Duchesne Academy Job Description

Job Title: Pre-K4 Assistant	Date Created: 02/21/17
Department: Lower School	Date Last Revised: 02/21/17
Reports to: Head of Lower School	FLSA: Exempt, Full Time

Summary:

The Faculty Assistant is a committed Sacred Heart educator who assists the lead faculty in educating Duchesne's Pre-K students.

Primary Responsibilities:

- Create an emotionally responsive, caring, positive, and accepting environment supportive of the individual development of each child and family
- Supervise young children and ensure a safe and loving environment including the ability to monitor and respond to events going on at all times in the classroom, outdoor play areas, and other areas of the campus.
- Attend staff meetings, serve on committees as required, seek and attend professional development opportunities
- Preparing project materials
- Assisting during center/station time
- Researching apps, videos, and Smart Board activities
- Securing library books for the classroom
- Taking attendance
- Distributing and recording information sent from the office
- Distributing student work each day
- Teaching the class in the absence of the lead faculty
- Helping to teach the class when asked by the lead faculty
- Monitoring the children in the classroom, during specials classes, lunchtime and recess time
- Working with individual students on an as need basis in all areas of the curriculum
- Work with other grade levels as needed during certain times of the week
- Carry out playground and lunch duties as assigned by the Division Head
- Be available to substitute in other classes if deemed necessary

Minimum Education/Prior Experience/Qualifications Required

- Bachelor Degree
- High level of competence using technology
- Experience in a PreK – 12 environment, preferably in independent schools is a plus
- Successful completion of criminal offender record information and sexual offender registry information checks
- Completion of Virtus: Protecting God's Children training
- Current CPR certification

General Competencies:

- Excellent communication skills with attention to detail
- Punctuality and dependability
- Ability to maintain accurate records
- Adherence to all personnel policies, procedures and rules contained in the Duchesne Employee Handbook
- Treat parents as partners in their child's education
- Maintain productive relationships with other Duchesne faculty and staff, working closely with other Department Heads where applicable
- Maintain professional relationships with the Board of Trustees
- Possess strong people skills in order to be empathetic to children's and parent's needs

Functional Competencies:

- **Leadership/Integrity** – Effectively communicates the School's shared purpose; builds trust among colleagues; is accountable; lives up to commitments.
- **Team Player/Commitment to Cause** – Understands the big picture and manages position's areas of responsibility in a manner consistent with Duchesne's agenda.
- **Interpersonal Skills** – Relates to employees, faculty and other staff members in a cooperative manner that helps others to achieve their best.
- **Productivity/Organizing/Planning** – Meets deadlines, demonstrates effective use of time, and handles multiple assignments simultaneously.
- **Willingness to Acknowledge Areas for Growth** – Understands need for growth and is receptive to constructive feedback.

Apply Online at <http://www.duchesne.org/about/job-opportunities>



Nothing in this Job Description restricts Duchesne's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or Duchesne may terminate the employment relationship at any time, with or without notice and for any reason or no reason.



Duchesne Academy of the Sacred Heart is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, religion, sex (gender), age, national origin, physical or mental disability, genetic information, veteran status, or any other status protected by applicable law.