

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

Position Description

Job Title: Teacher Aide (TA-1)

Job Status: Part-time (29 hours per week during the school year, with the possibility of additional hours during the summer program)

Reporting Functions: Reports to Principal Bob Giba

Job Function:

The Teacher Aide provides support to the classroom teacher by assisting with instruction, student supervision, and other duties as assigned. This role involves working hands-on with students of varying abilities in a positive and enthusiastic environment, ensuring they receive the guidance and support necessary for their individual learning needs. The Teacher Aide Level 1 role is designed for experienced Teacher Assistants who demonstrate strong instructional support skills, flexibility across programs, and the ability to serve as a substitute teacher when needed.

Duties and Responsibilities:

- Work directly with students individually and in small groups under teacher supervision.
- Implement instructional activities and behavior support strategies.
- Provide hands-on support to students with academic, social, and daily living skills.
- Assist with classroom organization, materials preparation, and student supervision.
- Serve as a substitute teacher when needed, maintaining classroom structure and lesson plans.
- Support multiple program areas within the learning center as needed.
- Assist with documentation and communication related to student progress.
- Model best practices and assist less experienced Teacher Assistants when appropriate.
- Performs other duties as assigned.

Qualifications:

- 2+ years of experience working in education, special education, or related field preferred.
- Demonstrated ability to manage classroom routines and student behaviors.
- Ability to work independently and adapt to changing classroom needs.
- High School Diploma required; Associate degree or relevant training preferred.

Other Requirements:

Position requires strong interpersonal and organizational skills and a genuine fondness for children. Position further requires sensitivity to students with disabilities. It is essential that any applicant must be able to stand and physically lift and transport a student weighing 30 pounds. If the student weighs more than 30 pounds the employee will lift and transport the student with another staff person.

Prior to Employment:

- Must have clear records of the Pennsylvania State Police Criminal Record Check (PATCH), Pennsylvania Child Abuse History, and Federal Bureau of Investigation Criminal Background Fingerprint Check, as required under Commonwealth of Pennsylvania's Act 153 of 2014 (no less than one year old).
- Must complete the Protecting God's Children online training and Mandated Reporter Training before beginning employment.

Principal: Mr. Bob Giba

Email: rgiba@stjosephctr.com