

DIOCESE OF ALLENTOWN

St. Joseph Center for Special Learning, Schuylkill Haven

**Position Description**

**Job Title:** Teacher Aide (TA-3)

**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.

**Duties and Responsibilities:**

- Assist teachers with basic classroom support tasks.
- Help supervise students during classroom activities and transitions.
- Support students with basic academic tasks under teacher guidance.
- Assist with classroom preparation, materials, and organization.
- Provide general support to ensure a safe and positive classroom environment.
- Participate in training and supervision to build skills in classroom support.
- Performs such routine tasks as feeding, lifting, diaper changing and toileting on a daily basis if needed.
- Follow school policies in maintaining order and safety in the classroom, cafeteria, playground and on school premises.
- Performs other duties as assigned.

**Qualifications:**

- No prior experience required.
- Willingness to learn and work with students with diverse learning needs.
- Ability to follow direction and work collaboratively with staff.
- High School Diploma or working toward completion 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](mailto:rgiba@stjosephctr.com)**