

St. Joseph School – Menomonie, WI | Teacher Aide Job Posting

Job Title: Teacher Aide.

Employment type: Part-time. Hourly.

Hours: Monday through Friday when school is in session. 7:30 AM-12:45 PM.

Reports to: School Administrator

Job Purpose: Supervise students during the Sunrise program and lunch recess. Assist the classroom teachers as needed.

Qualifications:

1. Ability to work with all parents and staff
2. Ability to work with and listen to students
3. Ability to understand and carry out oral and written instructions
4. Ability to manage student discipline in a firm yet positive manner
5. Knowledge of first aid
6. Ability to project a positive role model for children
7. Ability to keep information confidential

Responsibilities: Including, but not limited to, the following:

1. Participate in staff in-service training as requested
2. Supervise students at Sunrise and Recess
3. Maintain records for Sunrise
4. Set-up and take down Sunrise and Recess equipment
5. Assist the teachers with managerial and clean-up duties
6. Assist the teachers with assessment of students
7. Arrive promptly and regularly for daily program
8. Administer all regular school discipline policies
9. Maintain record of work hours for self
10. Administer minor first aid as needed
11. Communicate with staff and administrator when issues arise
13. Any other duties as assigned by the Administrator

To apply: Email completed application to Mary Kiefer at mary.kiefer@menomoniecatholic.org, or mail to St. Joseph School, Attn: Mary Kiefer, 910 Wilson Ave, Menomonie, WI 54751.

St. Joseph School Application for Teacher Aide

Personal Information

| | | | |
|------------------------|------|------------|----------|
| Name (Last Name First) | | | |
| Present Address | City | State | Zip code |
| Telephone Number | | Cell Phone | |
| Email address | | | |

Education

| School Level | School | Graduation Date | Major & Minors where it applies |
|------------------------|--------|-----------------|---------------------------------|
| High School | | | |
| College | | | |
| Trade, Business School | | | |

References

| | | | |
|------|--------------|--------------------|------------------|
| Name | Phone number | Title of reference | Years acquainted |
| Name | Phone number | Title of Reference | Years acquainted |
| Name | Phone Number | Title of Reference | Years acquainted |

Previous Employment

| | | | |
|---------------------|------|-------|----------|
| Last employer | | | |
| Address | City | State | Zip code |
| Dates of Employment | | | |
| Description of work | | | |
| | | | |

2. What strengths would you bring to this position?

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

3. How would your own Catholic/Christian values contribute to your role as a teacher aide?

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

I hereby certify that all information herein is complete and accurate. I understand that, if employed, false statements shall be considered sufficient cause for dismissal.

Signature

Date