

The Academy of St. Louis is the only Catholic K-12 school for Special Education in St. Louis. We provide a trauma-informed approach, individualized education, and a staff-to-student ratio of 3:1. Our small size allows us to meet each student's academic and emotional needs and to prepare them for life after high school.

**Title:** Teacher Assistant/Paraprofessional

**Employment type:** Full-time, 7:30-3:30 pm, additional hours as needed

**Reports to:** Principal

Please send your resume to [kpuettmann@acadstl.org](mailto:kpuettmann@acadstl.org) for consideration.

### **Summary**

The Special Education Teacher Assistant assists students in the classroom and those needing support, such as escorting and preventing self-injury.

### **Essential Duties and Responsibilities:**

1. Become familiar with the teaching procedures the Teacher uses, his/her schedule of activities, the continuity of academic progression, and the materials and equipment available.
2. Works with individual students or small groups to reinforce learning of material or skills initially introduced by the teacher.
3. Assists the teacher in devising strategies for reinforcing materials or skills based on understanding individual students' needs, interests, and abilities.
4. Guides independent study, enrichment work, and remedial work set up and assigned by the teachers.
5. Provides escort and assistance to students as necessary throughout various school and community settings.
6. Checks students' work, corrects papers, and supervises testing and make-up work as assigned by the teacher.
7. Assists with large group activities such as reading, science, history, lunch, and break times.
8. Assists the teacher in maintaining work and preparing work and study areas, equipment, materials, and facilities.
9. If necessary, assist the student(s) assigned to him/her in such physical tasks as putting on and taking off outerwear, moving from room to room, using the lavatory, transitioning, etc.
10. Operates teaching aids, i.e., computers, iPads, Smart Boards, etc.
11. Substitutes for teachers when needed.
12. Alerts the teacher or administration to any problem or unique information about an individual student.
13. Supervises and engages with students during break periods.
14. Assists with clerical responsibilities of the teacher or administration before and after school, preferably not during school hours.
15. Participate in workshops, in-service training, and team meetings.
16. Assists teachers in dealing with students who have challenging behaviors.
17. Assists the teacher in maintaining an environment conducive to learning.
18. Observe, record, and follow the management plan established by the teacher.

19. Assists and manages students in the classroom, cafeteria, at breaks, and all related activities as directed by policy.
20. Assists in preparing teaching materials during the school day as directed by the teacher.
21. the assistant reports to the teacher concerning the students' programs and related activities in the classroom.
22. Become educated and be able to implement the Heather Forbes methodology of behavior management.
23. Understands and can use Google Drive, Mail, and Calendar.

**Benefits:**

- Dental Insurance
- Health insurance
- Vision insurance

**Qualifications:**

- Education and/or experience
- Sixty hours of college credit is preferable. Experience working with children is required.