
Position Announcement for the 2018-2019 School Year

St. Rita School for the Deaf is a Catholic school whose purpose is to educate students who need special methods of communication in a safe, value-oriented environment. We believe in empowering each child to achieve his or her full potential through an individualized approach to learning.

POSITION TITLE: Classroom and Student Aide K-12

TERM OF EMPLOYMENT: Now – June 1, 2019

PRIMARY RESPONSIBILITIES:

1. Discuss and communicate with the **lead teacher** to coordinate instructional efforts for the students.
2. Prepare the classroom for lessons including but not limited to copying, creating bulletin boards and organizing materials.
3. Assist the **lead teacher** in maintaining the classroom environment including light housekeeping and updating bulletin boards.
4. Provide additional support to individual students or groups of students as instructed by the **lead teacher**.
5. Share the responsibility of classroom discipline with the **lead teacher** and in accordance with the PAWS system.
6. Communicate with the **lead teacher** in regards to any information or new developments related to a student.
7. Participate in parent/teacher conferences as needed at the request of the **lead teacher**.
8. Assist in student transitions as needed such as bus loading, lunch, specials or therapies.
9. Respect and maintain the confidentiality of students' medical and personal information.
10. Interact with all students and parents in a positive, respectful, and caring manner at all times.
11. Communicate a student's performance with a parent with the presence of the **lead teacher**.
12. Assist the **lead teacher** in maintaining data and records as needed.
13. Attend required teacher meetings, assemblies, and in-service days.
14. Accept responsibilities on committees or extra curricular activities or other assigned duties as appointed by the **lead teacher** or Principal.
15. Assist in toileting or feeding needs as needed.





REPORTS TO: JrHS/HS Principal

QUALIFICATIONS:

- A high school diploma or GED
- Certificate in Educational Aide through the State of Ohio Department of Education
- Must be able to relate to a variety of groups both within and outside of St. Rita School for the Deaf.
- Must be sensitive and energetic.
- Must be able to communicate effectively through various communication modes including sign language.
- Must be flexible and able to adjust and adapt to the demands that come with the position.
- Must be able to work as a team player.
- Must be female in order to assist with a female student's toileting needs.

WAGE AND BENEFITS: Wage is dependent on educational background and years of experience. Benefits include health insurance, life insurance, retirement plan, 15 paid sick/personal days per school year, 10 paid Federal Holidays per school year, and paid professional development.

WORK SCHEDULE: 7:15 AM to 3:00 PM, Monday-Friday; Full-time.

EMAIL RESUME TO: Natalie Marsh
Principal JrHS/HS
nmarsh@srsdeaf.org

St. Rita School for the Deaf is an Equal Opportunity Employer

