

**Our Lady of Mercy School  
Kindergarten Teacher Assistant**

The teacher assistant in the kindergarten classroom contributes to the mission of Our Lady of Mercy School by providing instructional or other direct services related to the school's curriculum and mission to students and/or their families under the supervision and direction of the classroom teacher. The teacher assistant is skilled in working with young children and working as part of an instructional team. The position is hired by the principal and reports to the principal, with considerable direction from the kindergarten lead teacher.

**Essential job functions:**

1. Supports and upholds the mission and teachings of the Catholic Church in word and deed
2. Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
3. Demonstrates professionalism in conduct, demeanor, and work habits
4. Maintains confidentiality regarding school matters
5. Provides instructional support services under the direct supervision of a highly qualified teacher
6. Provides one-on-one instructional reinforcement if such is scheduled at a time when a student would not otherwise receive instruction from a teacher
7. Assists with classroom management
8. Assists with organizing instructional materials
9. Provides instructional assistance in enrichment classes, including library, technology, art, music, Spanish, and physical education
10. Provides support to the school community as assigned by the teacher and/or principal throughout the day. This may include, but is not limited to cafeteria/recess duty, copying classroom materials, door duty, and bus duty.

**Any offer of employment is contingent upon successful completion of a Triple I criminal background check. Interested candidates, please send resume, letter of interest, and three professional references to Mr. Patrick McNabb at [pmcnabb@olmschool.org](mailto:pmcnabb@olmschool.org).**