



**Our Lady of Mercy School seeks a teacher's assistant in our kindergarten classroom beginning August 30, 2021. The ideal candidate will incorporate his or her expertise in supporting early childhood students, commitment to Catholic education, and willingness to work as part of a larger team into the service of our school's mission: that our students strive to be saints and scholars. The position is hired by the principal and reports to the principal with considerable direction from the lead kindergarten teacher.**

### **Responsibilities**

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- Supporting and upholding the mission and teachings of the Catholic Church in word and deed
- Encouraging all our kindergarten students toward sanctity and scholarship
- Working effectively with all members of our school community to create an environment where students, faculty, staff, and families pursue excellence in a spirit of Christian charity
- Supporting and adhering to the Code of Conduct and policies and procedures of Our Lady of Mercy School and the Diocese of Providence
- Demonstrating professionalism in conduct, demeanor, and work habits
- Maintaining confidentiality regarding school matters
- Providing instructional support services under the direct supervision of a highly qualified teacher
- Providing one-on-one instructional reinforcement as directed by the lead kindergarten teacher
- Assisting with classroom management
- Assisting with organizing instructional materials
- Providing instructional assistance in enrichment classes, including library, technology, art, music, Spanish, and physical education
- Providing support to the school community as assigned by the lead kindergarten teacher and/or principal throughout the day. This may include but is not limited to cafeteria duty, recess duty, door duty, bus duty, and copying classroom materials.
- Performing other responsibilities as designated by the principal or pastor of the school

### **Requirements**

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- Citizenship, residency, or work visa required
- At least two years of relevant experience preferred

### **To Apply**

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Please email the following to Mr. Patrick McNabb, Principal, at [pmcnabb@olmschool.org](mailto:pmcnabb@olmschool.org):

- Current Resume
- Letter of Interest
- Copy of Applicable Degree(s) and Certification(s)
- Three Current Letters of Reference

*Striving to be Saints and Scholars*