



Preschool Teacher Assistant

Most Blessed Sacrament (MBS) Catholic School located in Berlin, Maryland is seeking a qualified individual to fill the position of Teacher Assistant. This position will be responsible for supporting the students in the understanding and application of principals taught by the classroom teacher.

POSITION SUMMARY

The ideal candidate must have a passion for Catholic Education and uphold the school's mission of fostering a faith filled, Christ centered, environment. The teacher assistant is responsible for aiding the teacher with instruction, supervision, and management of preschool or older students. They should possess excellent communication skills, exhibit empathy and support for the academic and emotional needs of the students and foster positive interactions with students and fellow employees. They must fulfill other responsibilities in accordance with the MBS mission statement. A successful candidate will have the ability to take guidance from the teacher and place it into positive actions. This opportunity is a full-time, 10-month position.

PRIMARY ROLE AND RESPONSIBILITIES

- Provide support and reinforcement for teachers and lessons.
- Give one-on-one or small group instruction and lesson review.
- Help teachers with attendance, assessment of students, and other administrative tasks.
- Set up and removal materials and equipment to help teachers execute lessons.
- Provide additional supervision for students during class, lunch, recess, movement between classes, special classes, and other events.
- Collaborate with the teacher to identify students' issues and recommend solutions.
- Attend faculty meetings and parent conferences when necessary.

Qualifications

- Associates or Bachelor's degree preferred.
- Licensed by Maryland Office of Childcare or willing to obtain.
- Two to three years of experience working with children.
- Must have an enthusiastic commitment to the mission and ministry of Catholic Schools.
- Exhibit patience with students and parents regardless of the child's varying abilities.
- Excellent interpersonal and organizational skills.
- Be able to handle and maintain positive working relationships.

Interested individuals should send a cover letter and resume to:

Most Blessed Sacrament Catholic School
Attn: Trinette Stillman, Principal
11242 Racetrack Road
Berlin, MD 21811
tstillman@mbscs.org