



Our Lady Star of the Sea School  
PO Box 560, 90 Alexander Lane  
Solomons, MD 20688  
(410) 326-3171  
olssschooll@comcast.net

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## JOB DESCRIPTION

**Position Title:** Teacher Assistant

**Location:** Our Lady Star of the Sea School, 90 Alexander Lane, Solomons, MD 20688

**Position Type:** Full Time/Non-Exempt/Hourly

**Reports To:** Classroom Teacher and Principal

**Hours:** 8 hours minimum (hours may increase depending on job demands)

7:30 a.m. to 3:30 p.m. (start and end times may vary by location)

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The Catholic Elementary School Teacher Assistant assists the classroom teacher in delivering instruction that is based on the approved curricula and mission of the school and to create a safe, orderly and Catholic learning environment for his/her students.

The teacher assistant shall:

### Catholic Identity

- Actively foster and support Catholic beliefs, traditions and practices.
- Reflect the Catholic Church's teaching on social justice and witness service to others. (Policies for Catholic Schools – Third Revision – 2018)
- Assist in the planning of liturgical ceremonies such as a mass, penance services, prayer services, etc. (as required by classroom teacher or principal).
- Lead and encourage pray in the classroom (as required by classroom teacher).
- Attend Catholic liturgical ceremonies (as required).

### Planning

- Discuss assigned duties with classroom teacher to coordinate instruction.
- Assist classroom teacher in creating lesson plans that align with the Archdiocese of Washington Academic and Religious Standards.
- Prepare, under the direction of the classroom teacher, instructional lessons for individual students and small groups.
- Plan and prepare various teaching aids to enhance instruction.
- Prepare lesson materials for use by classroom teacher and students.
- Display students' work and prepare bulletin boards.
- Type, laminate, file and duplicate materials.
- Grade and record student work and tests.

**Instruction**

- Present subject matter under the direction and guidance of the classroom teacher.
- Work with small groups to reinforce what has been previously taught and give remedial help as needed and to reinforce skills.
- Assist students during independent practice times to assure understanding and completeness.
- Administer make-up work and assessments.
- Assist classroom teacher during classroom instruction.
- Help plan and deliver individual and group instruction that includes lecture, discussion and hands-on activities.
- Use assessment data to differentiate instruction to assure that the diverse needs of all students are met.

**Classroom Management**

- Support and enforce classroom procedures established by classroom teacher which optimize instructional time.
- Support and enforce the rules and procedures established by the classroom teacher.
- Maintain a positive learning environment based on mutual respect and cooperation.
- Set high expectations for achievement.
- Assure that Catholic values are the basis of all interactions.

**Communication**

- Use formal and informal assessments to inform classroom teacher of the progress being made by small group and remedial students.
- Attend parent conferences as required by classroom teacher or principal.
- Routinely communicate with the classroom teacher to fully understand what the teacher's expectations are for those students receiving small group and remedial instruction.
- Produce weekly reports for the classroom teacher on what has been accomplished during small group and remedial instruction.

**Non-Instructional Duties**

- Perform duties such as carline supervision, recess supervision, lunch supervision, and classroom teacher substitution, sponsor clubs and other school activities
- Attend Home and School Association meetings and other after-hours school events
- Participate in all required faculty and professional development meetings

While a conscientious effort has been made to include all duties and expectation of the Archdiocese of Washington elementary school teacher assistant, the above is not all inclusive and the position's duties may be expanded or modified at the discretion of the classroom teacher or principal.

**Application Info:**

Please email resume and cover letter to Mrs. Jennifer Thompson, Principal, at [principal@olsss.org](mailto:principal@olsss.org)