

Annunciation Catholic School

Committed to Serve, Learn, and Love



Position: **Preschool Paraprofessional**

Primary Roles:

Teacher Aide | The Preschool Teacher Aide assists the Preschool Teacher in the classroom. They assist in co-instructing the Preschool grade class in all subject areas, including ELA (English Language Arts), Math, Science, Social Studies, & Catechism. This Teacher Aide is responsible for assisting in classroom instruction of the AOD Preschool Curriculum in all of these subject areas. This Teacher Aide is responsible for adhering to all state regulations and guidelines for cleaning and paperwork.

Staff Crew Member Responsibilities & Expectations | Teaching Faculty:

JOY | Joyful, loving interactions with all and unconditional positive regard for everyone.

POSITIVE RELATIONSHIPS | Maintenance of appropriate, compassionate, supportive, and productive relationships with all students, parents, & colleagues to create a joyful work environment.

PROFESSIONALISM | Kind, respectful, appropriate, & timely communication (in person, email, and otherwise) and careful attention to all professional responsibilities (i.e. checking one's office mailbox, professional dress, sending things home with students, turning things in to office, etc.)

TEACHING FOR TRANSFORMATION CORE PRACTICES | Thoughtful and diligent implementation of TFT Core Practices & Essential Practices.

LEARNING EXPEDITIONS | Creation and execution a learning expeditions during the school year including: kick-off experience, guiding questions, case studies, fieldwork, collaboration with experts, final product & presentation for outside audience. The learning journey is mapped through a Storyboards.

COLLABORATION & CO-PLANNING | Open and active collaboration with Level Team, including co-planning for expeditions and level-specific events. Membership & participation on one School Committee (ex: Peace Day, Halloween, Dia de los Muertos, etc.).

REFLECTION & GROWTH | Thoughtful and prompt completion of trimester reflections & surveys, participation & collaboration in peer-consulting rounds, etc.

SUPERVISION | Prompt arrival and active supervision for all scheduled classes, duties, & transitions during the school day throughout the building.

PARENT COMMUNICATION | Regular communication with parents (Class Dojo, in-person, email, etc.)

CLASSROOM SPACE & STEWARDSHIP | Creation and maintenance of a clean, organized, inviting, and beautiful classroom, making best use of available resources to support class & crew activities. Proper care of classroom resources, laptop, and other school resources.

STATE REGULATIONS & GUIDELINES | Responsible for adhering to all state health and guidelines (cleaning, paperwork, etc.) as instructed by the Preschool Director.

DOCUMENTATION PANELS & WALL DISPLAYS | Creation & regular updating of attractive and organized displays of student learning & work in classrooms & hallways (displays ought to include student work, pictures, quotes, learning targets, drafts & evidence of revision, rubrics, etc.).

FACULTY GATHERINGS | Presence at and active participation in all Professional Development Days.

SCHOOL EVENTS & TRADITIONS | Active participation in, support for, and preparation for (& student preparation for) school events and traditions, i.e. Award Ceremonies, Weekly School Masses, Celebration of Learning Night, Peace Day, the Christmas Program, etc. as well as some mandatory school events during the year that occur outside of regular contract hours.

SCHOOL POLICIES | Support for and enforcement of all school policies laid out in the handbook, i.e. uniform, tardy policy, attendance, appropriate student behavior, etc.

DISCIPLINE | Adherence to shared and commonly established level discipline policies, and follow-through in their proper enforcement, including consistent use of Class Dojo to track behavior.

GRADES | Weekly updating of grades for all students in all classes, posted on FACTS (our online grading system), and final grades logged properly in cumulative files at end of year.

STANDARDIZED ASSESSMENTS | Consistent, proper, and timely administration and scoring of required standardized assessments (STAR Benchmarks, ARK test etc.).

SURVEYS | Consistent, proper, and timely administration of required surveys (CREW Survey, Religion Survey, etc.)

TECHNOLOGY | Proper care for, use of, and accounting of technology; including monitoring students' use, enforcing proper handling of technology, keeping technology clean and functional, daily storage of technology securely, and vigilance regarding damaged or missing technology.