



# Most Blessed Sacrament Catholic Church and School Teaching Assistant

## **Description of Employment**

Most Blessed Sacrament of the Baton Rouge Catholic Diocese seeks a Teaching Assistant for its Elementary school. The successful candidate will assist the classroom teacher and school faculty as needed while supporting a learning environment that guides and encourages students to develop and fulfill their academic potential.

## **Employment Timeframe**

Daily: The Teaching Assistant works during the academic year, duties sometimes working beyond the regular school day hours.

Annual: This position is a ten-month position, contracted position, August 1-May 31.

## **General Duties**

- Assist homeroom teacher with classroom management and procedures by relating to rules and policies.
- Monitor students in accordance with established procedures, in and out of the classroom.
- Assist teacher in monitoring and assessing academic progress and provide student appropriate feedback on work.
- Assist in preparing the classroom for class activities.
- Provide student accommodations as required by ACCESS program.
- Participate in all required in-service and faculty meetings, professional activities and extracurricular activities such as student social activities, sporting activities, clubs, and student organizations.
- Provide class coverage in absence of the homeroom teacher.
- Provide duty coverage as scheduled and fill in when necessary.

## **Key Responsibilities**

- Model the teachings of the Catholic Church always – All faculty and Staff members are Catechists of the Catholic Faith
- Follow, adhere, and support the policies of the MBS Parent/Student Handbook, MBS Faculty Handbook, MBS Policy Manual and The Diocesan Administrative Manual
- Report to work on a regular and punctual basis.
- Report time worked and leave daily via Dayforce/leave slips.
- Complete Required Services in a timely manner.
- Complete MAT I and MAT II Classes

## **Educational Requirements & Experience**

- Experience working with children and working closely with a team.
- Ability to multi-task under pressure
- Ability to work independently and collaboratively in a busy environment.
- Must be able to pass a criminal background check with Louisiana State Police and complete all Child Protection requirements.

## **Our School Mission**

Most Blessed Sacrament Catholic School serves our Church, its families, and the community by nurturing Gospel values, academic excellence, and a lifetime of prayer and service.



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### **Our Philosophy**

- We believe the purpose of Most Blessed Sacrament Catholic School is to pass on the faith and heritage of Catholic tradition, promoting Gospel values throughout our educational environment.
- We strive to strengthen partnerships with our parents, the primary teachers of faith and values, as we work to develop the whole child - spiritually, morally, intellectually, socially, emotionally, and physically.
- We continually seek out a faculty called to the teaching ministry, who share a mutual responsibility for creating an environment that promotes spiritual and academic excellence for all our students.
- We strive to center our school community in worship, prayer, Catholic doctrine, service projects, and current educational pedagogy to equip our students to become mature, Catholic Christian young men and women and leaders for tomorrow's world.
- We seek to teach as Jesus did, in both word and example, nurturing the unique gifts of each member of our school community as members of the Body of Christ, living Sacraments to the world.

### **Submission Information**

Most Blessed Sacrament will offer a competitive salary and Diocesan benefits for this position. Please send cover letter and resume to [CGioe@mbsbr.org](mailto:CGioe@mbsbr.org). Application materials can also be sent to Attn: Cheri Gioe, Most Blessed Sacrament, 8033 Baringer Rd., Baton Rouge, LA 70817

MBS is an equal opportunity employer, offering employment without regard to race, color, religion, sex, national origin, age, or disability.