



HOLY FAMILY SCHOOL - HUNTSVILLE

FAITH ♦ DIVERSITY ♦ SERVICE

Title: Pre Kindergarten Auxiliary Teacher in First Class Pre-K Classroom

Responsible To: Classroom Teacher/ Principal

Qualifications: Supports and fosters Catholic uniqueness of school

Uses Gospel values as the basis for decision-making

Respects the confidentiality of school matters

Demonstrates aptitude for successful performance of responsibilities

Job Goal: To assist the lead teacher in providing extra help in areas assigned

Responsibilities:

Work Performance

1. Keeps work area organized and presentable
2. Completes work efficiently
3. Sets high personal standards for quality of work produced
4. Operates equipment safely and properly
5. Strives to economize with materials, time and labor
6. Complies with OSR Regulations
7. Has or can complete required 9 hours of coursework

Dependability

1. Complies with rules and objectives of the school, parish and diocese
2. Willing to accept responsibility
3. Flexible and resourceful in meeting new challenges
4. Can be relied upon to handle tasks assigned
5. Reacts calmly in emergencies and stressful situations
6. Willing to upgrade personal work skills
7. Avoids unnecessary absence from work
8. Understands which matters should be referred to the administrator
9. Respects confidentiality in dealing with records and individuals
10. Understands which information should be kept confidential

Relationships

1. Works well with other staff members
2. Maintains good relations with students, staff, parishioner, and the public
3. Projects a positive attitude about the school, parish, job and those involved in each
4. Confers with teacher or appropriate person when needed for problem-solving, requests, and suggestions, rather than gossip, criticism, etc./Avoids excessive socializing while on the job
5. Respects others and expects to be respected in the same way
6. Treats all students fairly and in a consistent manner

Personal Habits and Qualities

1. Punctual in arriving and leaving work
2. Approaches work enthusiastically; Cheerful and good sense of humor
3. Dresses appropriately for the work to be done
4. Accepts constructive criticism gracefully
5. Skills adequate for work to be performed
7. Uses the Gospel as the basis for decision-making

Where every child is a gift

2300 BEASLEY AVENUE, HUNTSVILLE, ALABAMA 35816

P: 256-539-5221 ♦ F: 256-533-0747 ♦ WWW.HOLY-FAMILY-SCHOOL.COM