

CLASSROOM ASSISTANT JOB DESCRIPTION
PRESCHOOL – SIXTH GRADE
(Amended 7/2006)

TASKS TO BE PREFORMED

1. To become personally acquainted with the children in your group.
2. To **assist the catechist** in any the mutually agreed upon following areas:
 - A. Classroom set-up
 - B. Duplicating handouts
 - C. Attendance
 - D. Small group discussions
 - E. Hands-on activities
 - F. Prayer
 - G. Discipline
 - H. Co-coordinating student folders
 - I. Classroom clean-up
 - J. Lesson planning/evaluation
3. To communicate concerns, questions, and suggestions to the Director of Children's Ministry (DCM).

ABILITIES/ATTRIBUTES NEEDED

1. Ability to work as part of a team, with the catechist.
2. An understanding of children, their learning styles and faith development.
3. An understanding and openness to post Vatican II theology
4. An ability to model Christian values to others.
5. An active participation in the life of the church.

ADDITIONAL RESPONSIBILITIES

1. Arrange for substitute assistant, as needed.
2. Serve as a classroom substitute. **ONLY IF DESIRED, NOT REQUIRED**

LENGTH OF COMMITMENT

1. One year, renewable by mutual agreement classroom assistant and DCM

SUPERVISION/SUPPORT

1. Assistants are directly responsible to the catechist. Catechists are directly responsible to the DCM. The DCM is directly responsible to the pastor.
2. Onsite supervision will be provided by the DCM. On occasion, a substitute may be designated.

TRAINING

1. An orientation and one assistants training session is offered in August.
2. Assistants are welcome to attend any catechist training opportunities, but are not required to do so.

BENEFITS

1. ½ tuition reduction for children of assistants.

ADDITIONAL INFORMATION

All applicants must complete an initial interview with the DCM. As part of the interview, the applicant will complete a written application and will supply two references. The applicant will also consent to a state and federal background check.

Upon acceptance as a volunteer in Children's Ministry, the volunteer must participate in the Virtus Sexual Abuse Awareness program within three months.

Time commitment

August training program

There are twenty-five teaching sessions, scheduled September – May.

There are occasional staffings, scheduled immediately after class and lasting ½ hour.

Ongoing training is encouraged, but not mandatory.