

Our Lady of Sorrows School Employment Opening

Position: Substitute 3K/4K Teacher's Aide

Part Time as needed

Description: This position provides instructional assistance to the teachers of students with a wide range of abilities, group sizes, and activities; provides behavior management support, and assists teachers in other areas of need.

- Works with teachers to support classroom management, develop student skills and provide instructional support during a wide range of activities and subjects and across varying student ability and group sizes.
- Supervises students during structured classroom times and unstructured times, such as recess, meal times, bus pick up/drop off as well as assemblies, transitions, evacuations, and for short periods during teacher absences.
- Provides playground supervision and ensures safety, order, and fair play rules are observed.
- Documents student injuries and infractions
- Uses email to communicate with staff and receive school updates
- Assists with special school events if needed
- Performs other related duties as assigned

Qualifications:

- High School Diploma or GED
- Complete Diocese of Superior background check

Contact: Katelyn Schneider, Admin Assistant for application
olsladysmith@gmail.com or 715-532-3232