

**PUCS Teacher’s Aide Job Description**

**Immediate Opening**

**Education and Clearances Required**

* A high school diploma is required.
* Child Abuse History Clearance
* PA State Police Request for Criminal Records Check
* Federal Criminal History Record (fingerprints)

**Experience Required**

* Experience working with children is required.
* This experience could come from teaching Sunday School, being a teacher’s aide before applying at PUCS, college practicums, babysitting, or other related experiences.

**Responsibilities and Duties**

* Reports to classroom teacher.
* Help to supervise and ensure the safety and well-being of children at all times.
* Assist the classroom teacher in any way possible including but not limited to:
	+ Preparing and setting up activities.
	+ Cleaning up from activities.
	+ Implementing portions of the daily program as directed by the classroom teacher.
	+ Assisting in keeping the classroom, storage areas, and bathroom clean, neat, and sanitized.
	+ Work with small groups of children as directed by the classroom teacher.
	+ Work with individual children as directed by the classroom teacher.
	+ Read books and tell stories.
	+ Help with snack or lunch needs.
	+ Work with the classroom teacher to recognize and help with student needs academically, emotionally, mentally, and physically.
* Able to meet the physical demands of the job including but not limited to:
* Must be able to lift 50 pounds.
* Attend classroom or primary team meetings for planning, gathering supplies, sanitizing toys, etc.
* Attending outdoor activities and field trips.
Be familiar with the policies and procedures of PUCS.

**Interested applicants should send the following to career@**[**pucs.org**](http://pucs.org/)**:**

* Letter of interest
* Resume
* Three references
* Personal Statement of Christian Faith / Experience

**Job Type:** Full-time

**Salary:** $15.00 per hour

**Grade levels:**

* Elementary school

**Schedule:**

* 8 hour shift

**School subjects:**

* English
* ESL
* History
* Math
* Reading
* Science
* Social Studies

**School type:**

* Private school
* Religious school

**COVID-19 considerations:**

* Following CDC Guidelines

**Ability to commute/relocate:**

* Pittsburgh, PA 15221: Reliably commute or planning to relocate before starting work (Required)

**Education:**

* High school or equivalent (Required)

**Shift availability:**

* Day Shift (Preferred)

**Work Location:** One location