

Elementary Teacher's Aide Job Description

Education, Experience and Clearances Required

- High School Diploma Required
- Experience Working with Children Required
- Child Abuse History Clearance
- PA State Police Request for Criminal Records Check
- FBI Criminal History Record (Fingerprints)
- Act 168 Clearance

Responsibilities and Duties

- Reports to Classroom Teacher and Principal
- 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.
- Help with snack or lunch needs.
- Work with the classroom teacher to recognize and help with student needs academically, emotionally, mentally, and physically.
- Attend outdoor activities and field trips.
- Be familiar with the policies and procedures of PUCS.

*Able to meet the physical demands of the job including but not limited to:

- Must be able to lift 50 pounds.

Compensation

- Hourly rate of \$17 - 35 hours/week, when school is in session

Applying

Along with your resume, please submit a short cover letter to careers@pucs.org. As part of your letter, please explain how your personal faith makes you the right fit to serve as a teacher's aide at Pittsburgh Urban Christian School.

