



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 careers@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