

Second Grade Floating Classroom Aide

Vacancy

St. Francis de Sales Central Catholic School is seeking a Floating Classroom Aide for the Second Grade classrooms for the 2025-2026 school year. All applicants should send a cover letter and resume to the Principal, Mrs. Barb Been at bbeen@sfccs.org or mail/deliver to her attention at St. Francis Central Catholic School, 41 Guthrie Lane, Morgantown, WV 26508.

Pay Grade: Hourly - \$14.00

DUTIES & RESPONSIBILITIES:

(These duties are a representative sample; position assignments may vary)

- Work and assist both second-grade teachers to create a supportive learning team for the students within second grade.
- Assist the lead teachers in imparting classroom instruction based on a predefined curriculum
- Create a schedule with the second-grade teachers for different support times to be in each second-grade classroom.
- Maintain a safe and organized classroom environment for children
- Assist the lead teachers in ensuring the physical, social, cognitive, and educational excellence of children
- Ensure that the classrooms are aesthetically attractive so that students enjoy their surroundings while learning lessons
- Provide support to the lead teachers in planning lessons and daily activities based on the principles of child development
- Ensure the development of positive relationships with children with a view to promote self-esteem and self-discipline
- Observe each child to assess skills, interests, and needs and use this information to facilitate individual learning and growth
- Record any important observations regarding student development and ensure that it is communicated to the lead teachers
- Assist lead teachers in handling evaluations and creating reports
- Provide comfort to distressed children through compassion and tact
- Assist children in arriving at school and accompany them to their classrooms
- Provide children with support during lunchtime and ensure that their nutritional needs are fulfilled
- Oversee children to make sure that they are safe during outdoor activities
- Assume the lead teacher's role in the absence thereof
- Record attendance and ensure that attendance data is entered into the school database

EDUCATION & EXPERIENCE:

- Preferred degree or higher in the area of early childhood from an accredited institution; or currently in the process of obtaining a degree in the field of early childhood education; or willing to take necessary coursework to obtain certification or degree in the area of early childhood education
- Meet teacher aide requirements of school, district, and state, including all certifications and/or degree in the area of early childhood education
- Relevant experience working in an early childhood setting

KEY COMPETENCIES (position requirements at entry):

- Self-motivation
- High energy level
- Attention to detail
- High work standards
- Problem-solving
- Decision-making
- Learning orientation
- Critical thinking
- Stress tolerance
- Flexibility
- Adaptability
- Initiative
- Work well with teammates