



# Diocese of Fort Worth Position Description

---

**Job Title | Job Code:** Teacher Assistant / Teacher's Aide 602095  
**Date Revised:** March 14, 2022  
**Reports to:** Principal  
**Location:** Holy Family Catholic School  
6146 Pershing Avenue  
Fort Worth, Texas 76107-4622  
[www.fwdioc.org/employment](http://www.fwdioc.org/employment)

**General Position Summary:** The Teacher Assistant will be responsible for assisting the classroom teachers in guiding the learning process of the students. The Teacher Assistant helps the teacher prepare instructional materials, assists with students, and supports learning activities that have been defined by the teacher. The position is hired and evaluated by the principal.

**Essential job functions:**

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Communicates effectively with students, parents, and other professionals
- Monitors and assists individual students in small instructional groups to support learning activities
- Supervises students and lunch, recess, and in routine movement
- Performs clerical tasks, prepares instructional materials and bulletin boards as indicated by the classroom teacher
- Meets staff development guidelines as set forth by the Diocese/local administration
- Maintains a work schedule that maximizes availability to the school, students, and staff
- Responsible for all other projects, tasks, etc., as assigned.

**Important job functions:**

- Collaborates with peers to enhance the work environment and support instructional planning
- Demonstrates a willingness to respond to individual learning needs
- Ability to work well with students, parents, and colleagues in an instructional setting
- Ability to follow directions and handle multiple tasks

**Supervision Given and/or Received:**

- Reports directly to the principal

**Internal Contacts:**

- Effectively communicate with the staff



# Diocese of Fort Worth Position Description

---

## **External Contacts:**

- Effectively communicate with parents, volunteers, adults, as well as other schools, churches and employees throughout the diocese.

## **Working Conditions and/or Physical Requirements:**

- Required to manage high to moderate levels of stress
- Required to work in standard classroom and school conditions
- Required to lift or carry classroom supplies, textbooks, furniture, and equipment to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to monitor students in a variety of locations with noise, activity, and inclement weather
- 

## **Travel Requirements:**

- No travel required

## **Education and Experience Preferred:**

- High school diploma or equivalent
- Prior experience working with youth
- Sufficient training to perform tasks assigned by the principal

## **Knowledge and Skills Preferred:**

- Knowledge of the basic teachings of the Catholic Church
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

## **FLSA Designation:** Non-Exempt



## Diocese of Fort Worth Position Description

---

---

<hr/> Position Description Approved By	<hr/> Date
---	---------------

***Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.***