

Send cover letter, resume and three (3) professional references to:

Employment@mercyhs.com

Teaching Assistant

Part Time – under 30 hours per week

Teaching Assistant

Our Lady of Mercy School for Young Women (OLM), an institution known for its tradition of excellence, is seeking Teaching Assistants who will be responsible for supporting the teachers and students.

Please Note: Teaching Assistant positions will only be for the 2020-2021 academic year, they will not be permanent position.

Essential Duties and Responsibilities:

- Promotes, integrates, and ensures the Mission of Mercy in all work and interactions with the Mercy community: faculty, staff, administration, Board Members, students, families, etc.
- Ensures classroom technology is set up for remote instruction.
- Assists students and teachers in the use of technology used in remote instruction.
- Collaborates with teachers in the delivery of instruction in a classroom setting
- Monitors students in classrooms where instruction is delivered remotely.
- Provides support to students working independently or in small groups
- Keeps students on task during classroom instruction. This may include answering general questions, distributing materials, etc.
- May assist in morning screenings at arrival time. This would include confirming the health assessment is complete and temperature checks for students, staff and faculty.
- Assists students with organizational skills, including coordination of materials with schedule, clarification of directions, navigation of teacher websites, etc.
- Provides additional adult supervision at lunch as needed.
- Utilizes the highest degree of professionalism, discretion, and confidentiality in the maintenance of School information and student records.
- In addition to the essential job responsibilities, the Teaching Assistant will perform other duties as assigned.

Education and/or Work Experience Requirements:

- Associate degree or equivalent work experience.
- Experience working in the private/independent school or college educational settings preferred

Skills Required

- Microsoft Office skills with the ability to learn school-specific programs and software.

- Experience with Google Apps such as Google Classroom, Google docs and other instructional technology
 - Excellent customer service skills
 - Exceptional interpersonal skills and professional demeanor.
 - Proven ability to maintain confidentiality and discretion in all aspects of work.
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Our Lady of Mercy School for Young Women is the only college preparatory, faith-based private school, exclusively for young women in the Rochester region. We welcome all girls entering grades six through 12 — inclusive of all incomes, races, and faith affiliations — who are seeking an alternative to public school or who wish to continue to pursue a faith-based education. Mercy builds life-changing **competence, confidence, and compassion** that prepares and inspires young women to achieve the highest level of success in college, in career, and in the community.

Equal Opportunity Employment Policy

Our Lady of Mercy School for Young Women has a clear vision: to be a place where a diverse mix of talented people want to come, to stay, and do their best work. Helping us achieve this vision is our policy to provide equal employment opportunities to all applicants for employment, consistent with federal, state, and local laws. Accordingly, all applicants for employment are to be treated without regard to race, color, religion, sex, age, national origin or citizen status, disability, sexual orientation, marital or veteran's status, or any other status protected by law. This policy pertains to every aspect of an individual's relationship with the school, including but not limited to recruitment, selection, compensation, benefits, training, promotion, transfer, discipline, or termination.