

La Salle Academy
1434 N. Second Street
Philadelphia, PA 19122

Job Posting: School Support Staff

Position	School Support Staff
Schedule	40 hours/week - Last week of August through mid-June; Month of July: Mon to Thurs: 8:30 am to 3:30 pm
Salary	\$45,000 to \$47,000

About La Salle Academy

Started in 2003, La Salle Academy (LSA) is a small, independent, Catholic grade school, educating children grades 3rd through 8th, that exclusively serves children from low-income families from across Philadelphia. Run in the tradition of the Christian Brothers and the Sisters of St. Joseph, La Salle is a San Miguel model school dedicated to achieving children’s success academically and spiritually in a supportive, faith-based learning environment.

La Salle Academy’s unique benefits include:

- Small Classes: 15:1 student/teacher ratio
- Extended School Day/School Year
- On-site nurse and social worker
- Catholic High School scholarships available for LSA graduates

We are now seeking a full-time School Support Staff member to join our team and support our school’s mission of educating the whole child and acknowledging the potential in every individual. LSA offers a comprehensive benefits package that includes health insurance and a 403b retirement plan. LSA is an equal opportunity employer.

Responsibilities

The School Support Staff is an important part of the LSA Academic Team. This position will report to the Principal and will perform a combination of the following duties for grades Third through Eighth on an as needed basis:

- Classroom Substitute Teacher
- Classroom Aide: Assist teacher by prepping classroom for lessons
- Ensuring an orderly and safe learning environment for all children
- Supervising group activities, events and outings; chaperoning field trips

- Work with individual or small groups of students
- Lunch/Recess Monitor
- Assistant to the Art Teacher
- Library Aide
- Extended Day monitor: provide homework assistance and facilitate extra-curricular enrichment activities
- Front office receptionist and building access monitor
- Other duties as assigned

Requirements

- Strong classroom management skills
- Organized, well-prepared
- Flexible, Team player
- Good communication skills
- Understanding and sensitive to children's needs
- Ability to remain calm in stressful situations
- Commitment to the La Salle Academy mission
- Associates or Bachelor's Degree in Education preferred
- All required criminal background checks, including but not limited to Child Abuse Clearance and FBI Clearance
- Prior teaching or experience working with children preferred
- Bilingual in Spanish/English a plus
- References

Please email resume, references and letter of interest to enrollment@lasalleacademy.net