

Holy Spirit Episcopal Church and School



School Assistant Employment Description

Purpose of the Program

The School seeks to create an environment in which to learn what it means to be God's children, encouraging all children to love God and love learning. To that end, the School shall maintain and perpetuate the highest possible standards to foster spiritual values and to provide a developmentally appropriate curriculum to the greatest number of children commensurate with the resources available.

Mission Statement

We are an Episcopal school committed to creating a nurturing, educational, Christian environment where all students discover and develop their individual gifts and talents in order to serve others and give glory to God.

Expectations

A School Assistant is expected to be kind, helpful, a self-starter, professional and creative. Assistants need to adapt easily to changing situations and should take the lead when necessary and appropriate. Assistants should be willing to aide Teachers/Head of School in whatever manner the Teacher/Head of School deems necessary.

Qualifications

Education: Must have a high school diploma or equivalent.
Experience: Previous experience working with children in a structured childcare environment.
Personal Qualities: Friendly and inviting. Adapts easily, enjoys learning and working with children.
Physical Qualities: Must be able to: repeatedly bend, stoop and run; and lift and carry children.

Requirements

A School Assistant requires a basic knowledge of Early Childhood Development and strong communication skills to assist in implementing a high quality school program. Employment is contingent on successful completion of a background check through the TDFPS and the Episcopal Diocese of West Texas. A School Assistant must also complete Safeguarding God's Children training through Holy Spirit Episcopal Church and School or another Episcopal church; CPR First Aid certification; program orientation; documentation of 24 hours pre-service training for caregivers or 2 years previous experience in a regulated childcare facility prior the employment start date. The assistant must attend professional meetings, educational conferences and teacher training workshops in order to maintain and improve professional competence. Continuing Training Requirements: 24 clock hours training completed within 12 months of the hire date and within each consecutive 12 month employment period.

Holy Spirit Episcopal Church and School



Responsibilities

Under the general supervision of the director, the School Assistant performs these duties:

1. Morning arrival time is by 8:30am.
2. The assistant is responsible for aiding multiple classrooms and the Head of School throughout the day.
3. Assist with set up and clean up of classrooms each day.
4. Prepare materials, supplies and equipment each day.
5. Organize and maintain program supplies.
6. Prepare morning snacks and monitor clean up.
7. Attend to students' physical needs, to include toileting, dressing, grooming and hygiene.
8. Assist students on an individual basis and in small groups.
9. Must use positive guidance techniques as social, academic or adjustment problem arise.
10. Exercise patience, tolerance and objectivity when working with individuals or groups of children. Use judgment to determine children's needs and when to seek assistance from other staff.
11. Job requires comforting skills and a nurturing nature that shows courtesy, respect, acceptance and patience.
12. Assistant must develop strong working knowledge of Texas Minimum Standards as they pertain to center operations.
13. The assistant must be able to manage children's behavior.
14. Work cooperatively with school site personnel and the Teacher/Head of School to maintain a quality program.
15. Assistant may be asked to substitute for an absent teacher.
16. Perform other related work as assigned by Head of School.

Classification, Reporting & Hours

Regular Non-exempt

The School Assistant reports directly to the Head of School.

Tuesday–Thursday or Monday-Thursday, 8:30am-2:30pm

Compensation

Beginning Compensation for an assistant is \$12/hour.

Return year compensations are adjusted according to a cost of living increase, if financially feasible, according to the % passed by the vestry for other staff of Holy Spirit Episcopal Church and School.

Annual compensation is dispersed monthly.

20% scholarship if you have children enrolled in the program.

Program will pay up to \$265 annually for training to meet annual state training requirements. Expenses beyond that amount are the employees' responsibility.

Holy Spirit Episcopal Church and School



Personal Time Off

HOLIDAYS

The following holidays are established as paid time off: New Year's Day, Martin Luther King Day, Good Friday, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and one day during Christmas season. Should a holiday fall on an assistant work day, employee will be compensated.

PERSONAL TIME OFF - EARNED

Personal time off (EARNED) is based on length of service and is allowed during a calendar year as shown in the following schedule:

Assistant personal days are applied to days that are missed according to the public-school calendar.

No personal days in the first calendar year of employment;

2 work weeks in the second calendar year of employment provided employee has completed 12 continuous months of service; and 8 workdays (or equivalent of 2 work weeks) thereafter until the 6th anniversary year.

6th Anniversary Year and Following: 3 work weeks in the anniversary year of employment and every year thereafter.

12th Anniversary Year and Following: 4 work weeks in the anniversary year of employment and every year thereafter.

For these purposes, Anniversary Year is defined as the calendar year in which the anniversary of an employee's hire date falls. The above schedule may be modified at the discretion of Holy Spirit Episcopal Church and School, Dripping Springs, as applicable, including the right to reduce personal time off due to other unforeseen absences from work.

PERSONAL TIME OFF - UNEARNED (Max 8 days per year)

One personal day will be granted for each month worked (max of 8 days or equivalent of 2 work weeks) during each calendar year of employment.

Absence Policy

The School Assistant is a non-exempt position and missed work hours are deducted from the monthly compensation.

Non Discrimination Policy

Holy Spirit Episcopal Church and School, an equal opportunity employer, follows a policy of nondiscrimination with respect to employees and job applicants. Employee policies/procedures and the recruitment and hiring of prospective employees are made without regard to race, color, gender identity/expression, national origin, age, disability, sexual orientation or other status protected by applicable law.

Description Revised April 2021