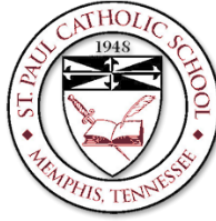


St. Paul Catholic School fosters the development of the whole child in an academically challenging environment based on Catholic doctrine and virtues, and empowers children to make a positive difference in the school, community and world.



Spring 2025

To prospective St. Paul Catholic School teachers:

“I can do all things through Christ who gives me strength,” writes Saint Paul in his famous letter to the Philippians. Saint Paul’s spirit is alive today in Whitehaven, which has been a home for St. Paul Church and School for over 70 years! We have held strong, with the strength that comes from Christ, as we have grown our outstanding academic program. I am so proud of the St. Paul Panther Spirit which animates our school faculty, families, and alumni, and continues to move us forward with dogged determination and dedication! I want to invite you to be a part of the vibrant teaching mission of Catholic Education found in the halls of St. Paul.

St. Paul Catholic School is a light in the Whitehaven community, serving PreK3-8th grade students from our parish and the broader Whitehaven and Southaven communities. The successes of the last several years have been instrumental in advancing our mission of Catholic Education in Whitehaven:

- 2020 marked our first 8th grade graduation in 30 years!
- Steady enrollment growth,
- Implementation and steady integration of a STEM program,
- Development of an engaged Parent Advisory Committee,
- Development of an engaged Alumni Advisory Board,
- Increased teacher collaboration and internal team structures,
- Inclusion of a full-time Advancement Director on our staff,
- Steady integration of one-to-one devices for the student body,
- Integration of Google for Education technology in the classrooms,

We are looking for mission-driven, faith-filled, creative, flexible, and dedicated teachers to join our Panther family as we partner with parents to form the lives of our students in the St. Paul Whitehaven and Southaven Communities.

In Christ,

Sister Mary Lawrence Wright, O.P.

Principal

**Saint Paul Catholic School
Ministry of St. Paul Catholic Church
Catholic Diocese of Memphis
Memphis, Tennessee**

St. Paul Catholic School
Teacher Assistant Job Description

Job Summary

This position provides support to the classroom teacher by monitoring student activities, working with individual students or small groups, supervising in various locations, helping with lesson preparation, and assisting the teacher with other duties as necessary. This position comes under the direct supervision of the parish pastor, school principal, and his or her designees.

Essential Duties

1. Help the classroom teacher and demonstrates knowledge, skills and ability in specific areas of expertise, namely, childhood education for preschool through 4th grade students
2. Follow the philosophy of the program and implements program specifications as directed by the School Principal
3. Supervise students to meet program objectives concerning education standards, quality, safety, and cleanliness
4. Provide direct service to assigned or designated programs and classrooms
5. Maintain classroom areas by cleaning up after activities
6. Assist snack or lunch and clean up after
7. Issue, receive, maintain and inventory school equipment
8. Maintain attendance and activity reports under the guidance of the teacher
9. Implement positive child guidance and intervention supports
10. Lead activities under the direction of the lead teacher
11. Positively and successfully perform tasks within work team dynamics
12. Attend meetings as required by the school principal
13. Keep accurate accident/incident records and time-sheets
14. Report all accidents/incidents immediately to the teacher
15. Report any circumstances of child abuse or neglect directly to the Tennessee Department of Human Services as instructed during staff training
16. Attend trainings to meet professional development requirements
17. Performs other job-related duties as assigned
18. Model nondiscriminatory practices in all activities.

Other Duties

1. Maintain professional competence by attending designated meetings, staff development programs, and other professional activities.
2. Work positively and cooperatively within the grade-level team to complete multi-discipline and multi-grade activities.
3. Perform any other related duties as assigned by the principal or other appropriate administrator.
4. Report any circumstances of child abuse or neglect directly to the Tennessee Department of Human Services as instructed during staff training.

Minimum Qualifications:

An associate or bachelor's degree in education or a related field is preferred. Successful experience in child supervision is preferred. Must possess the ability to communicate effectively verbally and in writing. Must possess the ability to establish and maintain effective working relationships with students, staff, parents, & the public.

Knowledge, Skills, and Abilities:

- Knowledge of the basic teachings of the Catholic Church.
- Knowledge of child development, learning, and behavior.
- Able to manage student behavior.
- Able to communicate effectively in both written and verbal form.

- Able to work well with others in a school community.
- Skill in handling multiple tasks simultaneously.
- Skill in job appropriate technology.
- Skill in critical thinking and planning.

Working conditions:

- Required to manage moderate levels of stress.
- Required to work a minimum of a school day.
- Required to work in standard school conditions.

Mental/Physical Demands:

- Required to lift or carry supplies, textbooks, furniture, and equipment at 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 daily.
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Required to monitor students in a variety of locations including those with noise, activity, and inclement weather.

All employees must adhere to the Diocese of Memphis code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees. Tasks or assignments may be added or removed from the job description by the pastor or an administrator at any time, without prior notice.

Please contact for more information:

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 St. Paul Catholic School
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 Memphis, TN 38116
 (901)346-0862 Cristy.Sneed@stpaulsmemphis.com