



MISSION & EMPLOYEE EXPECTATION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually, and intellectually. All St. Richard's employees are expected to support this mission with each and every student.

Teaching Assistant (Full-Time)

JOB DESCRIPTION

Days and hours of work are Monday through Friday, 7:45 a.m. to 3:45 p.m. for the school year. The following are the primary expectations for this position:

Required Skills/Abilities

- Has an understanding and experience with childhood development and supervising children
- Has sensitivity and knowledge of the needs of a diverse community and the ability and commitment to work effectively with students, parents, teachers, and other stakeholders from diverse backgrounds
- Has the commitment to follow policies and procedures set by St. Richard's
- Has the ability to communicate effectively with the entire school community including students, colleagues, parents, support staff, and administration.
- Has an openness to feedback to learn new skills and engage in continuous learning.

Duties/Responsibilities (Essential Functions)

- Assists and supports overall learning objectives and experiences as directed by the classroom teacher
- Works individually and in small groups with students as directed by the classroom teacher
- Speaks and interacts with colleagues and students in a calm and respectful manner
- Supports classroom management by organizing and supervising classroom activities throughout the day and providing students with positive feedback, consistent with the approach of the school and the teacher.
- Prepares for documentation and display of student work
- Prepares materials for designed learning activities
- Provides administrative support for classroom teacher as requested
- Provides supervision for student lunches, special classes, dismissal and/or recesses as scheduled
- Serves as a substitute teacher as requested by the division head and teacher

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is St. Richard's policy to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, genetic information, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity, and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#), including uploading a resume and cover letter. Additionally, please send an introductory email to the Assistant Head of School for Early Childhood and Lower Divisions, [Mrs. Cherie Bowen](#).

WHY ST. RICHARD'S:

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome and can find belonging at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty and staff at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Other benefits include enjoying lunch at The Dragon Cafe, which includes a hot lunch, salad bar, fresh fruit and vegetables, and a deli bar with bagels and yogurt. Health, dental, and vision insurance, and retirement plan.

Our alumni consistently are accepted to the high school of their choice and many earn merit based scholarships. Students graduate with a knowledge and understanding of our five pillars for success: Civic Responsibility, Leadership, Faith, Classic Curriculum, and Global Readiness. Students are well prepared for their next stage in life with knowledge and values for a lifetime.