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**St. John the Baptist Catholic School**  
**Job Posting Preschool Teacher Aide**

**Title /Position: Preschool Teacher Aide**

**Employment Type: Part time**

**Start Date: August 16, 2023**

**Corp Name: Diocese of Gary**

**School: St. John the Baptist Catholic School**

**Job Description**

Employees at St. John the Baptist are blessed to teach some of the most hardworking, respectful, and delightful students in Northwest Indiana and the Southeast Side of Chicago. Each student comes from a highly dedicated, very involved family. Employees at St. John the Baptist work in a collaborative environment that is powered by dedicated professionals. Our employees are responsible for providing an educational environment where students have the opportunity to fulfill their potential for growth that opens up the potential to become disciples of Christ, through highly effective teaching practices that incorporate technology into the curriculum.

Teacher aides support classroom teachers by assisting with instruction and clerical tasks. In the classroom, teacher aide responsibilities may include working with students who need additional instruction, preparing materials and equipment for activities, and discussing students' progress with their teacher. Teacher aides will also be responsible for supervising the cafeteria and recess and whatever else the Principal assigns around the school.

**Classes**

The teacher aide will be responsible for assisting the teacher with the following classes:  
Preschool.

**Job Requirements**

Provide a positive environment that encourages students to be engaged in the learning process, including **active** and **responsible** use of technology.

**Job Qualifications**

Candidates **must** possess the following:

- Virtus Training Certification (or completed within the first 90 days of employment at St. John the Baptist.)

**Contact Information**

*Within our diverse cultural environment and our ministry to Pre-K through eighth grade students, St. John the Baptist Catholic School is committed to teaching Catholic principles and values, striving for personal academic excellence, and developing Christ-like leadership through service to others.*

- Name: Mrs. Jessica Gonzalez, Principal
- Phone: (219) 659-3042
- Email: [jgonzalez@stjohnbap.org](mailto:jgonzalez@stjohnbap.org)
- Address: 1844 Lincoln Avenue, Whiting, Indiana, 46394
- Website: [www.stjohnbap.org](http://www.stjohnbap.org)

**Application Instructions**

Candidates should send their resume to Principal Jessica Gonzalez at [jgonzalez@stjohnbap.org](mailto:jgonzalez@stjohnbap.org) with “Preschool Teacher Aide Position” in the subject line.

Interviews will be scheduled by the Principal at a later date and time after sufficient review of all application materials is submitted on/before the deadline listed in the job posting above.

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