



Saint Francis Catholic School

"28 Years of Growing Together in Faith and Knowledge"

2nd GRADE TEACHER ASSISTANT JOB DESCRIPTION – 2025.26

Full time 7:30 a.m. – 3:30 p.m. – Monday – Friday
190 Days August - May

St. Francis Catholic School, located in Hilton Head Island, SC, invites applications for a full-time Teacher Assistant for the 2nd Grade beginning in August 2025. Applicants should have a minimum of a high school diploma or GED equivalent record. Preference given to candidates with at least six college units in Child Development/Early Childhood or Elementary Education or at least three months experience in an Early Childhood or Elementary Education program or childcare setting. Every employee at St. Francis Catholic School requires a commitment to the mission and values of the school, and is expected in word and behavior, to witness to the Gospel of Jesus Christ. The 2nd Grade Teacher Assistant will always be consistent in example and expression with the tenets and morals of the Catholic Faith. Under the direction of the Teacher/Principal, the 2nd Grade Teacher Assistant will prepare activities, provide instruction and supervise the students and maintain program standards. We are looking for a resourceful and energetic teaching assistant, preferably of the Catholic faith who is ready to assist the 2nd Grade teacher. The 2nd Grade Teacher Assistant is directly responsible to the 2nd Grade Teacher and Principal, following the standards outlined by the Diocese of Charleston.

Duties

- Assists in implementing a program in accordance with Diocesan and school guidelines
- Assists in providing a safe, nurturing, and positive experience for the students
- Considers the individual child in relation to their culture and socio-economic background
- Assists in maintaining site discipline, open and effective parent communication, program improvement and school site personnel relations based on Diocesan and school guidelines and procedures
- Assists in developing and implementing effective, developmentally appropriate curricula
- Prepares materials as directed by the 2nd Grade teacher
- Assists students on an individual basis and in small groups
- Works cooperatively with school site personnel and the Teacher/Principal to maintain a quality program
- Communicates site program needs to the Teacher/Principal
- Maintains effective relationships with employees, parents, and students
- Assists in the set-up and arrangement of supplies and equipment
- Performs other related work as required by the position
- Comply with the Diocesan and School handbooks of policies and procedures as outlined

St. Francis Catholic School
45 Beach City Road
Hilton Head Island, SC 29926
Phone: 843.681.6501
Fax: 843.689.3725

KNOWLEDGE, SKILLS AND ABILITIES:

Must have a working knowledge of the Diocese of Charleston and school's policies. Requires a basic knowledge of Early Childhood/Elementary Development to assist the Teacher/Principal in implementing a high-quality program. Requires strong communication and interpersonal skills.

TO APPLY:

Interested candidates should apply by sending a resume and cover letter to Principal, Andrea Smith andrea.smith@sfcshhi.com.