THE GILBERTINE INSTITUTE

Job title	*High School Education Assistant – Villa Spiritus*
Reports to	*Lead Teacher*
Pay Group	*4-9*

Job Purpose

Villa Spiritus is a shared responsibility program that honours the theological order of the domestic Church, affirming parents as the primary educators of their children. School complements the vocational mission of home-schooling parents by providing academically challenging courses in a deeply committed Catholic community. The EA role provides collaborative instructional support for high school level mathematics, sciences, and religion.

Duties and Responsibilities

- Provide instruction in high school level mathematics, sciences and religion, under the supervision of the teacher
- Assist the teacher in maintaining classroom discipline; enforce behaviour policies
- Assist the preparation of materials
- In consultation with the lead teacher, develop fair and consistent grading procedures; and assign meaningful assignments/assessments and return graded work promptly; submit homework assignments
- Assume responsibility during drills or emergencies
- Assist the teacher in maintaining regular communication with parents and administration regarding student progress
- Attend staff meetings, workshops, conferences, events as needed

Qualifications & Personal Qualities

- High school completion
- Experience in advanced math and all high school science streams preferred
- Experience in home schooling through high school is an asset
- Office administrative work experience
- Reliable, punctual, excellent attention to detail
- Friendly and outgoing, with genuine care and concern for putting the needs of our families first
- Excellent verbal and written expression
- The ability to work independently with minimal supervision and as an effective part of a team
- Strong computer skills, with experience in student information systems, Google suite including Google Classroom

Working conditions

Continuous part time, contract status.

Approved by:	*COO*
Date approved:	*February 2, 2023*
Reviewed:	