



## ***Holy Family Institute Journey of Hope Program Teaching Assistant***

**Reports to:** Educational Coordinator and Assistant Educational Coordinator

**Location:** Main Campus

**Hours:** 8 a.m. to 4 p.m. Monday – Friday, (12-Month Position- full-time)

**MISSION AND NEED:** Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh’s largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

*Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.*

**General Statement of Duties:** Work cooperatively with classroom teachers to support children in the Journey of Hope program with the potential of supporting other educational programs at HFI. Assistants will take direction from the lead classroom teacher in creating or replicating materials, assessment and reporting, differentiating lessons, and substituting for the lead teacher. Assistants will also provide direct supervision and monitoring of children and lead non-academic activities that contribute positively to the students’ adaptation and acculturation process.

**Responsibilities:**

1. Actively supports teaching and learning in the classroom
2. Implements 1-to-1, small group, and full group instruction as directed by lead teacher
3. Leads instruction in the absence of lead teachers
4. Prepares classroom materials
5. Demonstrates effective classroom management techniques
6. Maintains a classroom environment that contributes to a positive educational experience

7. Develops professional skills to enhance academic success
8. Completes required documentation and maintain program policies in alignment with agency standards
9. Adapts to a diverse team and shifting student population
10. Performs duties of a Youth Care Worker as needed
11. Supports Nazareth Prep as needed
12. Adheres to other requests as indicated by supervisor

**Minimum Qualifications:**

Must be able to read, write, speak in English, bilingualism preferred. Bachelor's degree in education, child development, human services or a related field OR an associate degree with a minimum of 1 year experience working or volunteering with children. Experience working with youth who are in 24/7 residential, or group care facilities is a plus. Must be able to obtain current Act 33/34 and FBI clearances are required. EOE

**COMMITMENT TO SOCIAL JUSTICE**

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

**Holy Family Institute is an Equal Opportunity Employer**