Diocese of Nashville

https://dioceseofnashville.com/job/learning-center-classroom-assistant/

Learning Center Classroom Assistant

Hiring organization
St. Philip Catholic Church

Job Location
Franklin, TN

Date posted
June 15, 2026

Valid through
10.10.2026

Interested candidates should submit a resume and application on Paylocity [CLICK Here].

Description
The Classroom Assistant works under the direction of the classroom Teachers and the Learning Center leadership to provide assistance in the implementation of day to day operations. The Learning Center is a Montessori-based homeschool hybrid ministry of Saint Philip Church.

As an employee of Saint Philip Church, this employee must publicly uphold the teachings of the Roman Catholic Church, its faith and its values. Because of the employee's association with the Church, all writing for publication or distribution and all social media must be consistent with Roman Catholic teachings and values.

Key Responsibilities:

- Provide assistance for the Montessori-based instructional program including the following:

1. Implement daily classroom work schedule
2. Prepare and clean up classrooms
3. Provide clerical help
4. Assist children with both instructional and personal needs
5. Help with laundry, cleaning dishes, etc.

- Attend daily Mass with students.
- Perform other duties as assigned.
- Serve as a backup to other positions within the Learning Center.

Requirements

Work Schedule

The working hours for this position are part-time during the school day from August through May, for approximately 18-20 hours per week.

Qualifications

- High School Diploma
- One year experience working with children
- Positive work-related references
- Basic understanding of the Montessori philosophy of education
- Ability to implement positive discipline methods with students
- Satisfactory completion of a criminal background check and the diocesan Safe Environment training

Additional Skills and Requirements

- Practicing Catholic in good standing preferred
- Committed to maintaining confidentiality and professionalism when handling parish information and surrounding conversations, even when not specifically stated.
- Ability to collaborate well with others and work as a team
- Excellent verbal and written communication skills

- Respect for and sensitivity to all cultural and ecumenical groups
- Flexible and dependable, willing to adjust with grace to changing parish needs
- Strong organizational and time management skills, including the ability to multi-task
- Self-motivated with the ability to prioritize and work under minimal direction and supervision
- Competent in the use of typical office software and machines

Physical Demands

- While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands and arms for office work-station duties, use hands to operate a computer and other basic office duties, talk and hear.
- The employee may occasionally lift and carry items such as boxes of files weighing up to 20 pounds. Items weighing more than this will be safely moved and carried by two or more people.
- Specific vision abilities required by the job include close, distance and color vision, and the ability to adjust focus.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the key responsibilities.

Work Environment

- This job is performed indoors in a classroom and office environment with multiple people.
- Conversation-level noise is expected.
- Saint Philip Church is a smoke free campus.

To Apply

Interested candidates should submit a resume and application on Paylocity [CLICK Here].