

Diocese of Nashville

<https://dioceseofnashville.com/job/st-philip-learning-center-assistant-roaming/>

St. Philip Learning Center Assistant (Roaming)

Description

St. Philip Church, located in historic downtown Franklin, TN, about 20 miles south of Nashville, is a well-established parish of over 2,000 families with a talented and energetic staff and volunteer base. The parish is seeking candidates to fill the position of **St. Philip Learning Center Assistant**. The Learning Center Assistant works with and under the direction of the classroom teachers and the Director of the St. Philip Learning Center (SPLC) to aid in the implementation of the Learning Center operation.

Areas of Responsibility The assistant will help implement the daily work schedule, classroom preparation and cleanup, clerical help, taking the children to the bathroom, and helping with laundry and cleaning dishes if needed. The assistant will also serve as back up to other positions within the Learning Center. This position is part-time, August through May for 20-24 hours per week, depending on the needs of the SPLC.

Education/Experience/Skills/Qualities

- High School Diploma
- Experience working with children
- Computer Skills/Microsoft Office and Typing Skills
- Positive references and recommendations
- Must have a basic understanding and acceptance of the mission statement of St. Philip Learning Center, goals and objectives
- Must have a basic understanding of child development and the Montessori philosophy of education necessary to relate to the students being served
- Must be able to implement Positive Discipline methods which are established at SPLC and use them effectively
- Must be able to work cooperatively with the director and teachers of SPLC, the pastor, and other parish staff

Key Competencies

- Communication
- Flexibility
- Problem solving
- Creativity/innovation
- Conflict resolution

Competitive salary based upon qualifications. All candidates must satisfactorily complete a criminal background screen and comply with Diocesan Safe Environment policies.

Hiring organization

St. Philip the Apostle Catholic Church

Job Location

Franklin, TN

Date posted

July 10, 2024

Valid through

24.08.2024

Email resume to:
employment@stphilipfranklin.com

No phone calls please.