



# The Basilica School of Saint Mary Star of the Sea

700 Truman Avenue  
Key West, FL 33040  
305-294-1031

## Exceptional Student Education Assistant / The Basilica School

The Basilica School relies on its employees to be devoted to promoting academic excellence and nurturing a welcoming, compassionate Catholic community. Specifically, all TBS support staff are dedicated to helping the school carry out the following school-wide expectations for student learning: students will exhibit leadership in church, community and society; students will thrive in a community of faith; students will be continuously challenged to realize their potential as lifelong learners; and students will demonstrate self-respect, self-confidence, and self-discipline. While TBS respects each employee's right to pursue his/her own personal faith, it is understood that in accepting employment with TBS, the employee is agreeing to respectfully and actively uphold the practices of the Catholic Church and the school's Catholic identity.

### GENERAL RESPONSIBILITIES

1. Assists the Director of Guidance and classroom teachers in providing a well-organized and efficient educational environment in which students with cognitive, physical, communication and emotional disabilities can take full advantage of the instructional program and available resources.
2. Serves as a resource by supporting the teacher's efforts to organize and coordinate the instructional program for students with disabilities and performs additional support duties as delegated by the principal or his/her designee.
3. Works under the direct supervision of the Director of Guidance, while maintaining frequent interaction with classroom teachers.

### SPECIFIC RESPONSIBILITIES

1. Assists students during teacher-directed whole group, small group, and individualized instruction.
2. Monitors and supports students during independent work or cooperative learning activities.
3. Provides follow-up and review after teacher-directed instruction.
4. Supports students' instructional programs through the preparation of educational materials and performs clerical tasks associated with instructional activities.
5. Assists with supervision of students in specific school settings (e.g., playground, lunchroom and media center).
6. Assists in implementing the goals and objectives of the students' Individual Educational Plans (IEP), and/or Student Learning Plans (SLP).
7. Assists in classroom/student management, assists teachers in observing, recording and maintaining data about student performance and behavior.
8. Assists with monitoring student behavior using positive behavior supports.



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9. Provides, under the supervision of the principal or his/her designee, the accommodations/modifications and related services as documented in the student's IEP and/or SLP.
10. Escorts students to and from classes or specialized functions as needed.
11. Participation at School team meetings as required and any other duties as requested by the School Principal and Director of Guidance.

## **INTERPERSONAL RELATIONSHIPS**

**A.** Uses discretion in all aspects of relations as they pertain to employment at the Archdiocese of Miami

**B.** Demonstrates openness and cooperation in working with the administration

1. Avoids discussing disagreements with administration/faculty/staff in the presence of students/parents/other staff
2. Keeps administration informed of activities, problems, and communications
3. Informs administration and Director of Guidance with special needs and/or special circumstances
4. Reports any knowledge or suspicion of child abuse as required by law

**C.** Works cooperatively and positively with colleagues and support staff

1. Shows appreciation for unique contributions of each staff member
2. Avoids idle and unprofessional talk about school personnel, students and parents
3. Collaborates with others in planning and implementing projects
4. Respects the position and work load of colleagues

**D.** Demonstrates positive interpersonal relations with students

1. Is reasonably available to students during scheduled work hours
2. Maintains professionalism when relating with students

**E.** Maintains positive interpersonal relations with parents

1. Provides a climate which initiates and invites communication with parents
2. Gives serious consideration and appropriate action to parental comments and criticism
3. Participates actively in school-sponsored parent meetings and programs as directed by the school's administration



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## **SUPPORTS A COMMUNITY OF FAITH**

**A.** Supports and implements the mission/philosophy of Catholic education and The Basilica School

**B.** Gives evidence of lived Gospel values

1. Celebrates liturgical prayer, prayer services, faith-sharing activities, and other forms of prayer with faculty, students, and parents (school community)
2. Speaks, acts, and instructs students in a manner that is consistent with the teachings of the Church on issues of faith and morals
3. Integrates religious attitudes and values into secular subjects, including library topics of instruction, as appropriate
4. Exemplifies a sense of mercy and justice in dealing fairly with students and parents

**C.** Participates in building faith community

1. Contributes to a cooperative spirit within the school community
2. Demonstrates a willingness to plan, encourage, and participate in community building activities (religious, social and educational)
3. Welcomes all members to the community with a Christ-like spirit of openness, acceptance and helpfulness
4. Demonstrates a spirit of reconciliation when participating in problem situations affecting the faith community

## **OTHER PROFESSIONAL RESPONSIBILITIES**

**A.** Personal attributes

1. Displays emotional stability, sensitivity, appropriate humor, flexibility, good judgment, and a positive, enthusiastic attitude
2. Dresses professionally and in accordance with school guidelines
3. Uses oral and written English correctly
4. Complies with all the policies stated in the Employment Agreement and School Handbook

**B.** Demonstrates a sense of professional responsibility

1. Refrains from working on tasks not associated with role of ESE Assistant during the work day, except as requested by the principal or his/her designee
2. Maintains order in the his/her workspace



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3. Refrains from entering into an agreement with any other school which would conflict with the employment agreement currently in effect
4. Participates in school's self-study and evaluation activities
5. Accepts, willingly, extra assignments and supervisions as assigned by the principal (e.g.: lunch, playground, and/or dismissal)
6. Attends all faculty meetings, in-services, Masses and other meetings as specified by the principal unless excused by the principal prior to the meeting
7. Is responsible for the care and use of instructional materials, equipment, and school facilities
8. Reviews fire drills and emergency procedures and practices with students regularly
11. Provides necessary documentation for personnel file
12. Follows directives regarding collection of monies
13. Abides by the Code of Ethics and Conduct as outlined by the Archdiocese of Miami