



Sacred Heart Academy
Job Description

Bridges Assistant

Overview

Bridges personnel provide a safe and engaging environment that connects school and home for students of Sacred Heart Academy. Each worker represents the Academy to those families who use the service and are dedicated to upholding the spiritual, academic, and physical standards of the Academy, even after hours.

Safety standards:

Maintains a safe, clean, and healthy environment
Is knowledgeable of and utilizes universal precautions
Understands prescriptions on a prescription bottle
Assists in providing an attractive room display which reflects seasonal or curriculum themes in which the children's work usually dominates
Keeps storage areas neat and orderly
Maintains a clean and orderly area
Reports any damage or misuse of equipment and facility to director immediately
Performs rotated duties with thoroughness and in a timely manner
Provides close supervision of children in active play through appropriate positioning and monitoring of designated areas
Uses playground as an extension of the indoor facility

Curriculum and daily structure standards:

Assists in implementing a program which promotes the philosophy and objectives
Adheres to a daily schedule that balances active and quiet times, free and structured times, indoor and outdoor activities
Assists in conducting smooth transitions between activities, using creative methods
Demonstrates flexibility, and is understanding of schedules that change

Student interaction and discipline standards:

Provides warm and individual greeting to each child
Maintains an organized daily departure and is aware of each child's list of approved persons for pick-up

Expresses respect for all children
Smiles and laughs with the children
Discusses any discipline measures with the director, and uses them with kindness and consistency
Encourages children to verbalize, and listens to them
Praises children liberally to raise self-esteem
Reinforces positive techniques of guidance, which include setting rules, anticipating problems, positive reinforcement, and constant encouragement
Maintains a calm and assured manner, even in crisis
Uses a moderate tone of voice in all circumstances
Discusses suspected learning problems with the teacher on a timely basis, and allow the teacher to handle as necessary
Recognizes that only the director should discuss student problems with parents
Provides clear directions and descriptions
Encourages expressive language by asking open-ended questions
Allows child to choose activities, but encourages new experiences occasionally
Encourages cooperation, sharing, and mutual respect
Works towards developing a positive self-image in each child

Parent communication standards:

Maintains a friendly attitude toward all parents
Helps maintain program when a parent visits
Discusses problems with particular children with the director, and allows her/him to handle the situation as she/he feels is appropriate
Informs parents about day-to-day happenings in the program
Respects the confidentiality of all information discussed concerning the child and the family