



Early Childhood Division – Assistant Teacher

St. John's Episcopal School, an independent Episcopal school located in Rancho Santa Margarita for students 8 weeks old through 8th Grade, has an opening for the position of Early Childhood Division Assistant Teacher.

SUMMARY: The Assistant Teacher is responsible for supporting all aspects of the daily operation of the Early Childhood Center and assumes full leadership of classroom in teacher's absence. Candidate is responsible for providing care, guidance, and an outstanding developmentally appropriate experience while caring for the needs of the students, parents, teacher, administration, classroom, and facility. The highest level of professionalism and confidentiality must always be achieved while maintaining outstanding communication and interpersonal skills.

Reports to: Early Childhood Division Principal

Compensation: Competitive based upon education and experience; outstanding benefits

Start: August 26, 2019 – Full-time, 10-month position, non-exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the mission, policies, and goals of St. John's, as well as the decisions made by administration
- Assist in implementing the daily program under the direction of the teacher and/or principal.
- Assist in planning and preparing the classroom environment, setting up activities, and preparing needed materials and supplies
- Maintain clean, safe, attractive, and engaging classroom to support the children's developmental needs
- Maintain the beautiful appearance of the ECC playground, ensuring toys, supplies, and equipment are kept clean and in safe condition daily
- Maintain a professional, positive, and collegial attitude with students, parents, administration, colleagues, and volunteers
- Ensure the health, safety, and welfare of all students
- Treat children with dignity and respect and protect their personal rights
- Maintain high levels of safety and supervision following Title 22 regulations
- Work on non-student days including in-service, orientations, conferences, and special events
- Support the Extended Care Coordinator in caring for and supervising students before and after school
- Hold all matters pertaining to the school, students, families, and colleagues in strict confidence
- Demonstrate excellent attendance and punctuality

- Demonstrate ability to be a self-starter and take initiative to complete work
- Adhere to all policies and procedures as outlined in the St. John's Parent/Student Handbook and Employee Handbook
- Greet visitors warmly to the classroom including prospective parents on admissions tours
- Exhibit flexibility in covering duties for colleagues as needed
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's degree or higher in Education (preferably Child Development or Early Childhood Education) including:
 - Child/Human Growth and Development
 - Child, Family, and Community
 - Programs/Curriculum
 - Three (3) units in ECE infant and toddler programs or development
- Expertise working with Title 22 Licensing Regulations

HOW TO APPLY:

Qualified candidates should send a cover letter and resume to Susie Canchola scanchola@stjohns-es.org