



**St JOHN'S**  
EPISCOPAL SCHOOL

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### **Elementary Division Instructional Aide**

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita, is hiring an Elementary Division Instructional Aide.

**Position:** Part-Time; 10-Month

**Length of Work:** September 2020-June 2021

**Reports to:** Elementary Division Principal

**Compensation:** Based upon education and experience

#### **Primary Responsibilities:**

- Communicate effectively and maintain a positive rapport with students, parents, and colleagues.
- Provide a quality classroom environment that supports students' safety, learning, and overall positive experience.
- Assist classroom teacher presenting information effectively to students.
- Prepare materials for classroom instruction.
- Supervise recess.
- Maintain positive communication with students, teachers, and colleagues.
- Demonstrate reliability and dependability on the job.
- Uphold a strong code of confidentiality.
- Perform additional duties as assigned.

#### **Education and/or Experience:**

Bachelor's degree preferred along with two years' experience in an elementary school setting.

#### **How to Apply:**

Qualified candidates should send a cover letter and resume to Elementary Division Principal, Diane Oliveira at [doliveira@stjohns-es.org](mailto:doliveira@stjohns-es.org).