



**St JOHN'S**  
EPISCOPAL SCHOOL

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### **Substitute Elementary Division Classroom Instructional Aide**

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita for students 8 weeks old through 8<sup>th</sup> Grade, is hiring Substitute Elementary Division Instructional Aides. The candidate will provide support for teachers in an Elementary classroom on an on-call basis as needed.

**Position:** Part Time

**Reports to:** Elementary Division Principal

**Compensation:** \$13.00 per hour

**Start:** immediate openings

**Primary Responsibilities:**

- Communicate effectively and maintain a positive rapport with students, parents, and colleagues
- Support the teacher in providing an environment that facilitates learning
- Assist in delivering a curriculum that utilizes a STEAM approach to teaching and learning
- Assist in the supervision of students
- Maintain a strong code of confidentiality
- Assist in maintaining the safety and attractive appearance of the classroom, playground, and facility. The classroom environment should reflect student work, themes, and curricula.
- Arrive to school and duties on time, while demonstrating strong attendance and reliability on the job
- Perform other duties as assigned

**Preferred Qualifications:**

- College degree preferred
- Experience in an elementary school setting preferred

**How to Apply:**

Qualified applicants should send a cover letter and resume to Elementary Division Principal Diane Oliveira [doliveira@stjohns-es.org](mailto:doliveira@stjohns-es.org). In addition, please complete an employment application at <https://www.stjohns-es.org/about/career-opportunities>.