



St JOHN'S
EPISCOPAL SCHOOL

Extended Care Aide

St. John's Episcopal School, an Independent Episcopal school in Rancho Santa Margarita for students 8 weeks old through 8th Grade, is hiring an Extended Care Aide. The candidate will provide support for the Extended Care Coordinator for grades K through 8.

Position: Part time

Reports to: Extended Care Assistant

Compensation: \$13.00 per hour

Length of work: October through June 2021

Work Schedule: Monday – Friday, 2:30 pm – 4:30 pm

Primary Responsibilities:

- Helps with the care of students during extended school hours in grades K through 8
- Daily upkeep responsibilities include wiping down tables to maintain a clean environment, organizing books, toys and games and other general help
- Helps implement daily activities for students, taking into consideration the STEAM approach
- Communicates effectively, professionally, and knowledgeably with students, parents, and other staff
- Maintain a strong code of confidentiality
- Arrive to school and duties on time, while demonstrating strong attendance and reliability on the job
- Perform other duties as assigned

Preferred Qualifications:

- Enjoy working with elementary age students.

How to Apply:

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