



# St JOHN'S

EPISCOPAL SCHOOL

## Elementary Division - Substitute 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 Type:** Part Time

**Reports to:** Elementary Division Principal

**Compensation:** \$16.00 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

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

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

### **How to Apply:**

All candidates must apply directly through the St. John's Job Opportunities website <https://www.stjohns-es.org/partner-with-us/job-opportunities> . Applicants must complete an Online Application and include a resume with cover letter.

Applicants are encouraged to provide other supporting documentation such as copies of degrees, teaching credentials, special certifications, etc.

*It is the policy of St. John's Episcopal School to conduct our relationship with employees and applicants under Title VII of the Civil Rights Act of 1964 without regard to race, color, religion, ancestry, national or ethnic origin, gender, age, physical or mental disability, medical condition, marital status, sexual orientation, political affiliation or belief or any other characteristics protected by federal, state or local laws. The employment-related provisions of the Americans with Disabilities Act (ADA), as well as the California Fair Employment & Housing Act (FEHA), apply to all employees and job applicants.*