



St JOHN'S

EPISCOPAL SCHOOL

Extended-Day Care Aide

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita for students in the Early Childhood Center through 8th Grade, seeks a qualified and dynamic K – 8th Grade classroom Aide to join its community for the 2023-2024 School Year.

Reports to: Elementary Division Principal
Position Type: Part Time; 10-Month
Start: August 21, 2023
Pay Rate: \$16.00 per hour
Work Schedule: Monday – Friday; 2:15 pm – 5:15 pm

Position Summary:

Aides assist, support, and work closely with teachers and other team members in providing educational support, assistance, and guidance for students.

Primary Responsibilities:

- Helps with the care of students during extended school hours.
- Communicate effectively and maintain a positive rapport with students, parents, and colleagues.
- Daily upkeep of room: wiping down tables to maintain a clean environment, organizing books, toys and games and other general help.
- Demonstrate reliability and dependability on the job.
- Uphold a strong code of confidentiality.
- Perform additional duties as assigned.

Qualifications:

- Enjoys working with elementary age students.

Preferred Qualifications:

- One year of experience in an elementary school setting.

How to Apply:

All applicants will need to complete the Online Application on the St. John's Job Opportunities website (<https://www.stjohns-es.org/partner-with-us/job-opportunities>). Applicants are encouraged to provide other supporting documentation such as copies of degrees, teaching credentials, or other special certifications.

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.