



Early Childhood Division—Substitute Teachers

St. John's Episcopal School, a faith-based independent school in Rancho Santa Margarita for students two years old through eighth grade, is hiring substitute teachers in the Early Childhood Division. Substitutes enjoy small class sizes, engaged students, and a welcoming community.

Position Type: Part-time
Reports To: Early Childhood Division Principal
Compensation: \$17–\$18 per hour without (or with fewer than 12) Core Early Childhood Units
\$22 per hour with 12 Core Early Childhood Units
Start Date: Immediate Openings

Primary Responsibilities

- Supports the classroom teacher in providing a loving classroom environment that nurtures children's emotional, physical, and cognitive development.
- Communicates effectively and maintains a positive rapport with students, parents, and colleagues.
- Helps implement the curriculum created by the classroom teacher and collaborates accordingly.
- Complies with Title 22 Licensing Regulations.
- Demonstrates a positive attitude, appropriate level of flexibility, and dependability.
- Upholds a strong code of confidentiality.
- Arrives to school and duties on time, while demonstrating strong attendance and reliability on the job.
- Performs other duties as assigned.

Qualifications

- 12 Core Early Childhood Units preferred
- Experience in a preschool setting preferred
- Understanding of Title 22 Licensing Regulations preferred
- Live Scan and DOJ fingerprint clearance upon hire
- Updated shot record (MMR, DTP, TB) and health screening upon hire

How to Apply

All applicants must apply directly through the St. John's Career Opportunities web page (www.stjohns-es.org/about/career-opportunities). Applicants must complete an online application and include a résumé with cover letter. Please include a copy of your college transcripts (detailing your ECE units). Applicants are also 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.