



Elementary Division—Substitute Instructional Aide

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 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: \$17 per hour
Start Date: Immediate Openings

Primary Responsibilities

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

Qualifications

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

How to Apply

All candidates must apply directly through the St. John's Career Opportunities web page (<https://www.stjohns-es.org/partner-with-us/career-opportunities>). Applicants must complete an online application and include a résumé with cover letter. 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.