



Elementary Division Instructional Aide

Who We Are

A faith-based independent school located in Rancho Santa Margarita, St. John's Episcopal School is committed to the full intellectual, spiritual, and physical development of students from two years old through eighth grade. Our integrated, project-based program focuses on STEAM, student engagement, character education, and leadership development in a nurturing learning environment, cultivating students who joyfully embrace lives of service and purpose.

Our Ideal Candidate

St. John's seeks an Elementary Instructional Aide who is deeply committed to educational best practices. This is a Part-time, Academic School Year position and will report to the Middle & Elementary Division Principal. The duties listed below are representative of the general duties of the role and are not exhaustive; additional duties and responsibilities may be assigned.

Essential Functions

- Provide a quality classroom environment that supports students' safety, learning, and overall positive experience.
- Assist classroom teacher presenting information effectively to students.
- Prepare materials for classroom instruction.
- Supervise recess.
- Communicate effectively and maintain a positive rapport with students, parents, and colleagues.

Qualifications

- High school diploma or the equivalent; Preferred: Bachelor's degree.
- Preferred: Two years' experience in an elementary school setting.
- Demonstrate reliability and dependability on the job.
- Ability to remain calm, flexible, and work effectively under pressure.

Physical Requirements and Work Environment

- Ability to lift up to 35 pounds.
- Ability to work outdoors and in a climate-controlled environment.
- Ability to be mobile up to 8 hours per day.
- Visual acuity both near and far.
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling.

Compensation

- Hourly Pay Rate is \$21.00 per hour

How to Apply

All applicants will need to complete the online application on the St. John's Career Opportunities web page (www.stjohns-es.org/partner-with-us/career-opportunities).

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.