



# St JOHN'S

EPISCOPAL SCHOOL

## Early Childhood Division - Substitute Teachers

St. John's Episcopal School, an Independent Episcopal school in Rancho Santa Margarita for students two years to 8th 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:** \$18.00 per hour without (or less than 12) Core Early Childhood Units  
\$22.00 per hour with 12 Core Early Childhood Units

### **Primary Responsibilities:**

- Support the classroom teacher in providing a loving classroom environment that supports children's emotional, physical, and cognitive development
- Communicate effectively and maintain a positive rapport with students, parents, and colleagues
- Help implement the curriculum created by the classroom teacher and collaborate accordingly
- Comply with the Title 22 Licensing Regulations
- Demonstrate a positive attitude, appropriate level of flexibility, and dependability
- Uphold a strong code of confidentiality
- Perform 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 Job Opportunities website (<https://www.stjohns-es.org/employment>). Applicants must complete an Online Application and include a resume with cover letter. Please include a copy of your college transcripts (detailing your ECE units).

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.*