



Early Childhood Division Assistant Teacher

Who We Are

St. John's Episcopal School, an independent Episcopal school in Rancho Santa Margarita for students 18 months old through 8th Grade, is hiring an Early Childhood Division Assistant Teacher. The candidate will provide assistance in Early Childhood Division classrooms and Outdoor Education Environments.

Summary Description

To provide assistance for Early Childhood Division classroom and Outdoor Education teachers by creating a safe classroom environment that is conducive to learning and appropriate for the intellectual, emotional, physical and social growth of the students. To provide supervision of students throughout the school day and extended day hours in order to ensure their safety and security.

Essential Functions:

- Support instruction: Prepare classroom materials and assist in implementing learning activities, strategies, and equipment as directed by the teacher, including leading activities in the teacher's absence.
- Engage & supervise students: Encourage children's developmental growth through age-appropriate interaction and guidance; assist in managing student behavior per school policy; maintain required staff-to-student ratios and active supervision indoors and outdoors at all times.
- Maintain a safe environment: Take reasonable precautions to protect students, equipment, and facilities; report illness, accidents, and broken equipment promptly; help keep the classroom clean, safe, and orderly.
- Communicate professionally: Maintain professional relationships with colleagues, students, and families; refer parent communications to the teacher; uphold confidentiality at all times.
- Collaborate: Share observations and ideas with colleagues; attend required meetings and school functions as requested.
- Support the mission: Support the School and its leadership; perform other duties as assigned.

Education Requirement

12 units of course work in early childhood education with the required courses listed:

- Child/Human Growth and Development
- Child, Family, and Community
- Programs/Curriculum
- Associate's Degree or higher in related field preferred

In addition, employee should possess the following personal qualities:

- Strong collaboration skills
- Desire to continue growing professionally
- Self-starter



- Flexibility

Physical Requirements and Work Environment

- Visual acuity both near and far.
- Ability to work outdoors and in a climate-controlled environment.
- Ability to lift up to twenty (20) pounds.
- Ability to be mobile up to eight (8) hours per day.
- Stooping, bending, kneeling, standing, walking, reaching, grasping, pushing, and pulling.

Compensation

- Hourly Pay Rate is \$21.00 per hour

Benefits

- Medical and dental insurance, with employee-only monthly premiums for certain plans paid fully by the school.
- Employer-paid life insurance
- Employer-paid pension plan, with full immediate vesting and limited match
- Personal and health leave.
- Paid school holidays.
- Tuition remission for children of faculty/staff.

How to Apply

All candidates must apply directly through the [St. John's Career Opportunities](#) web page and complete an online application. All applications must include a resume with a cover letter. We encourage candidates to provide other supporting documentation, such as copies of degrees, teaching credentials, special certifications, and letters of reference