



St. Junipero Serra Catholic School
23652 Antonio Parkway
Rancho Santa Margarita, CA 92688

❖ PRESCHOOL - INSTRUCTIONAL ASSISTANT (PART-TIME – 15 HOURS PER WEEK)

IT IS A CONDITION OF EMPLOYMENT THAT ALL EMPLOYEES CONDUCT THEMSELVES IN A MANNER THAT IS COMPATIBLE WITH AND SUPPORTIVE OF THE TEACHINGS AND MISSION OF THE ROMAN CATHOLIC CHURCH AND THE DIOCESE OF ORANGE, INCLUDING BEING RESPECTFUL OF THE FAITH EXPRESSIONS OF CATHOLICISM.

REPORTS TO

POSITION REPORTS TO THE PRINCIPAL, LOWER SCHOOL.

RESPONSIBILITIES

RESPONSIBILITIES WILL INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- WORK WITH STUDENTS IN SPECIFIC ACADEMIC AREAS AS DIRECTED BY CLASSROOM TEACHER.
- MAINTAIN PROFESSIONAL ATTITUDE AND LOYALTY TO THE SCHOOL AT ALL TIMES.
- HOLD CONFIDENTIAL ALL STUDENT INFORMATION.
- TREAT ALL CHILDREN, PARENTS, AND STAFF WITH DIGNITY AND RESPECT.
- REFER ALL PARENTS/QUESTIONS TO THE TEACHER FOR INFORMATION REGARDING ANY STUDENT.
- ASSIST IN PLANNING AND IMPLEMENTING THE DAILY PROGRAM UNDER THE DIRECTION OF THE TEACHER.
- ASSIST IN PLANNING AND PREPARING THE LEARNING ENVIRONMENT, SETTING UP INTEREST CENTERS, AND PREPARING NEEDED MATERIALS AND SUPPLIES.
- PARTICIPATE IN PARENT/TEACHER CONFERENCES, IF INPUT IS DEEMED NECESSARY BY THE TEACHER.
- SUPERVISE THE CLASSROOM WHEN THE TEACHER IS OUT OF THE ROOM.
- SUPERVISE STUDENTS DURING NON-INSTRUCTIONAL TIMES, I.E., DURING DROP OFF AND PICK UP TIMES, BEFORE/AFTER SCHOOL, RECESS AND LUNCH TIMES AS PER SUPERVISION SCHEDULE.
- PREPARE PLAYGROUND FOR STUDENTS' USE.
- HELP WITH GENERAL HOUSEKEEPING TASKS.
- ATTEND SCHOOL AND DIOCESAN IN-SERVICES AS DIRECTED BY ADMINISTRATION.
- ASSIST THE TEACHER IN OTHER APPROPRIATE WAYS.
- RELIEVE OTHER TEACHER ASSISTANTS FOR THEIR BREAKS IF NECESSARY.
- ADHERE TO THE POLICIES AND PROCEDURES OF THE DIOCESAN EMPLOYEE HANDBOOK AND THE SERRA CATHOLIC SCHOOL FACULTY AND STAFF HANDBOOK.

QUALIFICATIONS

PREFERRED CANDIDATES MUST DEMONSTRATE THE FOLLOWING MINIMUM QUALIFICATIONS:

- TWELVE (12) UNITS OF EARLY CHILDHOOD EDUCATION, INCLUDING UNITS IN CHILD DEVELOPMENT, CHILD-FAMILY AND COMMUNITY, AND CURRICULUM.
- PREVIOUS EXPERIENCE WORKING WITH PRESCHOOL-AGE CHILDREN.

POSITION STATUS

POSITION IS A PART-TIME, NON-EXEMPT 10-MONTH POSITION.

WORK HOURS: 7:45 AM-12:45 PM - MONDAY, WEDNESDAY AND FRIDAY