

POSITION OPENING: Elementary Classroom Instructional Aide

St. Francis of Assisi Catholic School, a Preschool – 8th-grade school in Yorba Linda, is seeking an experienced and faith-filled elementary classroom instructional aide. This position will support student learning under the guidance of the classroom teacher and support the school's mission and philosophy as a member of a vibrant Catholic school community. The position is for the 2021-2022 school year.

POSITION DESCRIPTION

- School year part-time exempt without benefits.
- Monday – Friday, 7:35 am – 1:15 pm.
- Reports to the classroom teacher and Aide Supervisor.
- Maintain professional attitudes and loyalty to the school at all times. Treat all students, parents, and staff with dignity and respect.
- Assist classroom teachers to implement curriculum, support student learning, manage student work, and supervise students.
- Prepare materials for the classroom teacher.
- Assist with student supervision at recess and lunch.
- Performs additional duties at the request of the Principal.

QUALIFICATIONS

- Prefer a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Good literacy and math skills. Experience with iPad device.
- Demonstrates strong communication and organizational skills, reliability, patience, understanding, flexibility, multi-tasking team player.

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required.
- Valid California Teaching Credential preferred but not required.
- Previous elementary classroom experience supporting instruction and student learning.

APPLICATION PROCEDURE AND DEADLINE:

Interested candidates are asked to submit a resume by email to Mrs. Shannon Kwan at skwan@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.