



POSITION OPENING: Learning Support Aide

St. Francis of Assisi School is seeking a qualified and experienced Learning Support Aide who is deeply committed to furthering the academic development of students in Kindergarten through 6th grade. This position serves as a part-time employee for the 2021-2022 school year.

POSITION DESCRIPTION

The primary responsibility is to assist the homeroom teacher in providing support and accommodations to meet the needs of students identified with learning plans.

Responsibilities may include, but are not limited to, the following:

- Maintain professional attitudes and loyalty to the school at all times. Treat all students, parents, and staff with dignity and respect.
- Assist with implementing the curriculum under the direction of the teacher. Assist in scaffolding the daily program when necessary to meet the students' needs according to the written Individualized Learning Plan.
- Assist in planning and preparing the learning environment and supervising the classroom when the teacher is out of the room.
- Under the direction of the teacher, participate in written/verbal communication with the Assistant Principal. Communication may be in the form of an email. Report to the teacher any verbal communication from the parents of the students.
- Attend meetings or observations with homeroom teacher and Assistant Principal as necessary.
- Assist with the needs of other students in the classroom to encourage the independence of all students.
- Assist the teacher in other appropriate ways. Relieving other teacher assistants for their breaks if necessary.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the St. Francis of Assisi Catholic School Faculty and Staff Handbook.

QUALIFICATIONS

- Prefer a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Proficiency in Microsoft Office, Web 2.0, Google Applications, iPad, and Mac applications
- Experience working with multiple platforms (Mac)
- Minimum 2 years of experience working with elementary students
- Must be able to sit for several hours

EDUCATION AND EXPERIENCE

- Preferred BA or BS degree, but not required

SALARY: Appropriate level on the Aide schedule based on experience and qualifications.

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Mrs. Andrea Watanabe at awatanabe@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.