



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

Part-Time Preschool Instructional Assistant

Position reports directly to the Principal – Preschool-4th Grade

Responsibilities

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

- Working with students in specific academic areas as directed by classroom teacher.
- Assisting in planning and implementing the daily program under the direction of the teacher.
- Assisting in planning and preparing the learning environment in the classroom and on the playground, setting up interest centers, and preparing needed materials and supplies.
- Assisting with set up and clean up with classrooms and the playground at the beginning and end of the school year.
- Performing drop off and pick up procedures and keeping the sign in and out sheets in the binder current.
- Participating in Parent Teacher Conferencing *only if input is deemed necessary by the teacher*. Referring all parents/questions to the teacher for information regarding any student.
- Supervising the classroom when the teacher is out of the room.
- Supervising the students during non-instructional times, i.e., before/after school, recess and lunch times as per supervision schedule.
- Helping with general housekeeping tasks.
- Attending school and diocesan in-services as directed by Administration.
- Assisting the teacher in other appropriate ways.
- Relieving other teacher assistants for their breaks if necessary.
- Holding confidential all student information.
- Treating all children, parents, and staff with dignity and respect.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the St. Junipero Serra Catholic School Faculty and Staff Handbook.
- *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.*

Requirements

- 1+ years of experience working in a preschool.
- Candidate must have the required 12 Early Childhood college units or have 6 of the required Early Childhood college units and be enrolled in class toward completing the 12 required units.
- Hours are 7:45 am – 12:45 pm: Monday - Friday.
- Position is an hourly/non-exempt 10-month position.