



July 2022

POSITION OPENING: Classroom Aide

St. Francis of Assisi School is seeking a qualified and experienced Student Support Aide who is deeply committed to furthering the academic development of an individual student through 1:1 support. This position serves as a temporary, part-time employee for the 2022-2023 school year.

POSITION DESCRIPTION

The primary responsibility is to assist the teacher in providing the necessary accommodations and /or support to meet the needs of all learners in the classroom. Responsibilities may include, but are not limited to, the following:

- Assist the classroom teacher in the specific supervision and management of a student in the regular education classroom from 8 a.m. – 12 p.m.
- Maintain professional attitudes and loyalty to the school at all times. Treat all students, parents, and staff with dignity and respect.
- Assist in planning and implementing the daily program under the direction of the teacher.
- Assist in planning and preparing the learning environment and supervising the classroom when the teacher is out of the room.
- Assist with general housekeeping tasks as needed to prepare for the day.
- Actively supervise students at recess and lunch times, including during inclement weather as needed.
- 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.
- Other duties as assigned by Classroom Teacher and/or Assistant Principal

QUALIFICATIONS

- Prefer a practicing Roman Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Proficiency in Microsoft Office, Google Applications, iPad and iMac applications
- 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. Jeannette Lambert at jlambert@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.