



## **EXTENDED CARE AIDE POSITION**

St. Joachim Catholic School in Costa Mesa, a Preschool-8th grade Catholic school, is seeking an experienced classroom instructional aide. An immediate position is available for caring, enthusiastic, and responsible individuals to assist in our Early Elementary Classrooms. This position will support student achievement, working under the guidance of the classroom teacher and supporting the school's mission and philosophy as a member of a vibrant Catholic school community.

### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration.
- Ensure the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

### **POSITION DESCRIPTION**

- Monday – Friday, 2:00 PM – 6:00 PM, with opportunities for additional hours.
- Reports to the Principal and Extended Care Director
- Assist classroom teachers in implementing curriculum, supporting student learning, and supervising students during the afternoon portion of the school day
- Assist the Extended Care Director in running the program, homework help, planning and implementing group games, activities, and crafts.
- Assist in keeping a clean environment for the students.
- Enforce student observance of school regulations, which are contained in the Parent-Student Handbook.
- Report to work at the scheduled time, notify the Extended Care Director well in advance when not able to report for work.
- Substitute classrooms as needed
- Assist with student supervision at recess and lunch
- Maintain a professional attitude and behavior with students, parents, and other staff members.
- Performs additional duties at the request of the Principal or Extended Care Director



## QUALIFICATIONS

- Must have a high school diploma. BA/BS Degree preferred but not required.
- CBEST exam preferred but not required.
- Previous experience working in a school or daycare setting is preferred
- Acquired skills in providing tender loving care and support to children.
- Ability to establish successful teamwork with other teaching staff.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Hours:** Ten-month, hourly non-exempt employee.  
Required to be on campus 2:00 pm –6:00 pm Monday - Friday

**Reports to:** Principal

This is a part-time hourly non-exempt position. Hourly range starting at \$18 an hour. Please send a cover letter and resume to the Principal, Kelly Botto at [kbotto@saintjoachimschool.org](mailto:kbotto@saintjoachimschool.org)