

POSITION DESCRIPTION: Preschool Instructional Assistant

St. Edward the Confessor Parish School, a Preschool – 8th grade Diocesan school in Dana Point, is seeking an experienced playground & classroom instructional aide. This position will support student achievement working under the guidance of the classroom teacher and support the school's mission and philosophy as a member of a vibrant Catholic school community.

POSITION DESCRIPTION

- School year 15 hr/wk
- Monday – Friday, 9:30 am – 12:30 pm
- Reports to the classroom teachers, Preschool Director, and Principal
- Assist classroom teacher implement curriculum, support student learning, and supervise students
- Assist with student supervision during recess, lunch and class time
- Performs additional duties at the request of the Preschool Director

QUALIFICATIONS

- Prefer a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith
- Experience working with preschool age children
- Demonstrate strong communication skills, reliability, patience, understanding, flexibility, multi-tasking team player

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required
- 6 semester units of CDE or child development OR Accredited HERO or ROP Program in Child Development Related Occupations
- Immunizations: TDap, MMR, Flu
- CPR and First Aid Certificate
- Previous elementary classroom experience supporting instruction and student learning