

POSITION DESCRIPTION: Long Term 7th Grade Classroom Instructional Aide Substitute

St. Edward the Confessor Parish School, a Preschool – 8th grade Diocesan school in Dana Point, is seeking an experienced 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

- End of February – End of May
- Monday – Friday, 7:30 am – 3:30 pm
- Reports to the classroom teacher, Assistant Principals, and Principal
- Assist classroom teacher implement curriculum, support student learning, and supervise students
- Prepare materials for the classroom teacher including copies, bulletin boards, and grading
- Assist with student supervision before school, recess, and lunch
- Support math instruction by facilitating small groups and working with students 1:1 as needed
- Performs additional duties at the request of the Assistant Principals or Principal
- Assist with lab support in the science lab

QUALIFICATIONS

- Prefer a practicing Catholic with commitment to and working knowledge of the Catholic faith
- Good literacy and math skills. Experience utilizing technology.
- Demonstrate strong communication and organizational skills, reliability, patience, understanding, flexibility, multi-tasking team player

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required
- CBEST exam preferred but not required
- Previous elementary classroom experience supporting instruction and student learning

POSITION STATUS

- Position is a full-time (37.5 – 40 hours/week) hourly, 7:30 am – 3:30 pm, unless specified as an early dismissal day.
- This is a long term substitute position from the end of February to the end of May.
- Starting rate of pay: \$16.00/hour

APPLICATION PROCEDURE

- Interested candidates should email your resume and cover letter to the attention of Ashleigh Vachon at avachon@stedschool.org or St. Edward the Confessor Parish School 33866 Calle La Primavera, Dana Point, CA 92629.

APPLICATION DEADLINE

This position is for the 2023-2024 school year. The position will remain open until it is filled.