



## **PRESCHOOL EXTENDED CARE AIDE POSITION**

### **SCHOOL MISSION STATEMENT**

St. Joachim Catholic School, in partnership with parents and our parish community, forms disciples of Christ through a Catholic education that nurtures the whole child—mind, body, heart, and soul. We foster academic excellence, inspire service to others, and empower students to become lifelong learners who transform the world through faith, leadership, and compassion.

### **POSITION OVERVIEW**

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.

### **POSITION DESCRIPTION & RESPONSIBILITIES**

- Monday – Friday, 1:00 PM – 6:00 PM, with opportunities for additional hours.
- Reports to the Principal and Extended Care Director
- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, mission, and goals of St. Joachim Catholic School.
- Ensure the health, safety, and welfare of all preschool students in care.
- Assist in supervising students during rest time, snack, indoor/outdoor play, and planned activities.
- Help implement age-appropriate games, crafts, and structured routines under the guidance of the Preschool Director and Lead Preschool Teacher.
- Assist with daily cleaning and organizing of the extended care space to maintain licensing and safety standards.
- Communicate with children in a gentle, respectful, and supportive manner.
- Support transitions from the classroom to extended care in a calm and reassuring way.
- Maintain confidentiality and adhere to all policies outlined in the Preschool Parent Handbook and Employee Handbook.
- Report to work at the scheduled time and notify the Principal or Extended Care Director in advance if unable to work.
- Perform additional duties as assigned by the Extended Care Director or Principal.

### **QUALIFICATIONS**

- Must be at least 18 years of age
- High school diploma required; 6–12 Early Childhood Education (ECE) units preferred
- Experience working with preschool-aged children in a school or daycare setting strongly preferred
- Pediatric CPR and First Aid certification (or willingness to obtain)
- Fingerprint clearance, TB test, and licensing-required health/safety trainings
- Warm, patient, and reliable with strong communication and teamwork skills
- Ability to take direction and work collaboratively with lead teachers and 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.*

<b>Environment:</b>	Work is performed primarily in a standard classroom setting.
<b>Physical:</b>	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.
<b>Vision</b>	See in the normal visual range with or without correction.
<b>Hearing:</b>	Hear in the normal audio range with or without correction.
<b>Hours:</b>	Ten-month, hourly non-exempt employee. Required to be on campus 1:00 pm –6:00 pm Monday - Friday
<b>Reports to:</b>	Principal

This is a part-time hourly non-exempt position. Hourly range starting at \$19 an hour. Please send a cover letter and resume to the Principal, Kelly Botto at [kbotto@saintjoachimschool.org](mailto:kbotto@saintjoachimschool.org)