



POSITION OPENING: Extended Care Aides

St. Francis of Assisi Catholic School, a Preschool – 8th grade Diocesan school in Yorba Linda, is seeking experienced and faith-filled Extended Care Aides. This position will support students before or after school while working under the guidance of the Extended Care Directors and support the school's mission and philosophy as a member of a vibrant Catholic school community. The position is for the 2026-2027 school year.

POSITION DESCRIPTION

- School year part-time exempt without benefits.
- Monday - Friday, 7:00 am – 8:00 am and 2:00 pm – 6:00 pm.
- Reports to the Extended Care Director, Assistant Principal, and Principal.
- Prepare materials for crafts and activities.
- Assist with student supervision in classroom and on playground.
- Performs additional duties at the request of the Extended Care Director.

QUALIFICATIONS

- Prefer a practicing Roman Catholic with a strong commitment to and a working knowledge of the Catholic faith.
- Prefer experience in a school setting.
- Good literacy and math skills. Experience with iPad device.
- Demonstrates strong communication and organizational skills, reliability, patience, understanding, flexibility, multi-tasking team player.

EDUCATION AND EXPERIENCE

- BA/BS Degree preferred but not required.
- Early Childhood Education units preferred but not required.
- Previous classroom experience supporting instruction and student learning.

SALARY

- \$18.00 - \$23.00 Per Hour (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 Ms. Carmela Swift at cswift@sfayl.org or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.