



Archdiocese of San Francisco
Our Lady of Loretto School
Novato, CA 94945
Instructional Assistant

Our Lady of Loretto School in Novato, California, is a TK-8 Catholic elementary school that has been providing excellence in Catholic education since 1959. Combining deep-rooted traditions and current best practices, the school is dedicated to educating the whole child so that he or she may be successful in the 21st century. Educators focus on teaching the students to be active Christians, responsible individuals, life-long learners, effective communicators, and problem solvers.

The school community is seeking a 32.5 hour a week primary Teacher's Aide. This Teacher Aide position will be supporting classroom teachers in all facets of daily classroom management along with school-wide yard duty responsibilities while being under the direct supervision of the teachers and administration.

OLL's Instructional Assistants provide support with individual, small group, and whole-class planned instruction by the teacher, student management and organization, and other opportunities to support the needs of the students. They also assist with a variety of functions, including implementing instructional programs, monitoring students, and other tasks as needed by the teachers or administration.

This position is an hourly position and is benefits eligible. OLL is looking for a candidate who can work from 8:00 am to 3:00 pm Monday through Friday with a mandatory unpaid 30 minute lunch for 32.5 hours per week. If a candidate is seeking more hours, the candidate may work in our extended care for additional hours.

All candidates are to contact the OLL administration with their resumes and references. An interview will be scheduled to determine the hiring of the position.

Please send letter of interest, resume, and 3 professional references to Principal Bob Olson Brown at bolsonbrown@ollnovato.org

Job Types: Full-time

Pay: \$17.00 - \$22 per hour

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Retirement plan
- Vision insurance

Statement of Non-discrimination

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories