



# St. Veronica Catholic School

434 Alida Way, So. San Francisco, CA 94080  
Tel: (650) 589-3909 Fax : (650) 589-2826 Fax

## School Background

St. Veronica Catholic School, in South San Francisco is a K-8 school that has been providing excellence in Catholic education for over 60 years. 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 21<sup>st</sup> century. St. Veronicas' team of educators strive to both personally exemplify and teach our students how to live their faith, be open and honest communicators, active members in our community, and responsible life-long-learners.

## Mission Statement

***In partnership with each family and the St. Veronica Parish community, and as ministers who participate in the mission of Jesus Christ, St. Veronica Catholic School strives to keep Christ's image present in the world while providing a quality education which instills Christian stewardship and academic excellence.***

Title: Classroom Support Aide (For Remotely Taught Classes)

Supervisor: Principal

Hours: Full Time, 37.5 hours per week

Salary: \$20.00 – \$24.00 per hour; based on experience

## Job Description and Duties:

Saint Veronica is seeking a Classroom Support Aide (for remotely taught classes) for the 2023 -2024 school year. This is an hourly, non-exempt position. The Classroom Support Aide is responsible for assisting the remote teacher to facilitate the instruction of students.

- Fulfill homeroom responsibilities for Grade 6 (e.g., present at morning assembly, take attendance, grade specific announcements, present at dismissal)
- Assist Teacher to remote-in through use of classroom Ed Tech equipment
- Re-initiate remote teaching sessions in the event of a tech-glitch
- Assist students with navigation of the online student portal
- Ensure students have access to learning materials
- Assist remote teacher by maintaining classroom behavior expectations
- Positively promote student engagement / on-task behavior
- Prepare learning materials for pre-planned follow-up activities
- Lead pre-planned activities with small groups or individual students as needed
- Serve in role of yard-duty / lunch time supervision as needed
- Assists to maintain an orderly classroom environment
- Substitute teach as needed (\$50 stipend per teacher-sub-day)

*Building Character which fosters Christian values of Compassion, Tolerance, Justice, and Respect for the Dignity of Life .*

Qualities:

- Practicing Catholic Preferred
- Supportive of the Catholic Ethos of the school
- Commitment to creating a supportive & engaging learning environment where students thrive
- Collaborative / Team-player
- Passion for & ability to patiently support and encourage students as they strive to learn new skills
- Strong communication skills

Qualifications:

- High school diploma or more
- Experience working with children / youth

Please submit your application  
([https://files.ecatholic.com/19805/documents/2020/6/ADSF\\_Employment\\_Application\\_May%202020-final.pdf?t=1591227801000](https://files.ecatholic.com/19805/documents/2020/6/ADSF_Employment_Application_May%202020-final.pdf?t=1591227801000)),  
to John Payne, Principal:  
[jpayne@saintveronicassf.org](mailto:jpayne@saintveronicassf.org)

**STATEMENT OF NON-DISCRIMINATION**

Saint Veronica Catholic School adheres to the following policy: "All school staff of Catholic schools 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."