

CLASSROOM AIDE

Ecole Notre Dame des Victoires, a Catholic elementary school (Transitional Kindergarten - Grade 8) located in downtown San Francisco, seeks a classroom aide. The main role of the classroom aide is to help reduce the teacher-student ratio during the instructional program.

Duties include, but are not limited to, the following:

- Report to the classroom teacher no later than 7:45 a.m.
- Assist with keeping students on task and provide additional assistance with individual students or small groups who need extra help or monitoring to achieve success
- Lead small learning group activities and follow the classroom procedures outlined by the teacher
- Monitor groups of students during enrichment classes; i.e. art, music, science lab, computer and library as directed by the teacher
- Assist the teacher with student questions and student behavior
- Assist with clerical work including filing, copying, as assigned
- Perform playground supervision duties
- Perform other duties as assigned

Prerequisites:

- Four-year undergraduate degree
- Experience working with school age children
- Comfortable working in a Catholic school environment
- Current First Aid/CPR certification

Salary:

\$20.00 to \$28.00 per hour, plus generous benefits package

Hours:

Full-time (7:45 a.m. to 3:30 p.m., Monday through Friday; 7:45 a.m. to 1:00 p.m. on Minimum Days)

The position begins immediately. Please send cover letter, resume and contact information for references to Sarah Currier (Principal) at office@ndvsf.org.

STATEMENT OF NON-DISCRIMINATION

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. (Administrative Handbook #4111.4)