



**Archdiocese of San Francisco**

**Department of Catholic Schools**

**Job Posting: Classroom & Extended Care Aide**

**Date:** September 2025

**School Name:** St. James Catholic School

**School Address:** 321 Fair Oaks, SF, CA 94110

**School Background:**

Administered by the Dominican Sisters of Mission San Jose since 1924, Saint James Catholic School is a kindergarten through eighth grade co-educational school that has been serving the community of San Francisco for over 90 years. We share a commitment to educating children in a faith-filled, collaborative and nurturing environment. Faculty and staff at St. James work from a place of gratitude. Our sense of purpose stems from our Dominican roots. The Dominican sisters of Mission San Jose laid the foundation of our school culture which we refer to as our *four pillars*: **Study, Prayer, Community** and **Service**. We honor the learning process, mentor students of high character and continuously strive to improve our teaching practice.

**Contact Person:** Alex Endo

**Position Title:** Extended Care Aide

**Position Type:** Part Time

**Job Description:** Elementary School Aide: Classroom & Extended Care

We are seeking a school aide who preferably has experience working in a Catholic private school setting to join the team at St. James Catholic School in the Noe Valley/Mission neighborhood for the current academic year. The aide position in our extended care program will share a growth mindset, hold students to high expectations and have an aptitude for working with elementary aged students 5 - 13 years old (Kindergarten - 8th grade). The extended care aide will work closely with the extended care director to provide an appropriately safe, caring and enriching learning environment. This role is part time. The normal extended care hours are 2:45pm - 6:00pm during the regularly scheduled week. About once a month, the hours on early release days are 11:30am - 6:00pm.

## **Requirements/Qualifications:**

A school aide must be able to adequately perform each essential duty, and have the following education and experience:

- preferably speak Spanish to help aid in communication with families
- have excellent communication skills with stakeholders including parents and colleagues
- understand the mission of Catholic schools
- preferably have three or more years of experience working in an elementary school setting.
- preferably have earned or actively working towards a degree in Education or a related field
- be proficient with computer technology including word processing, google suite, google classroom, google calendar, email
- have demonstrated professionalism, flexibility, empathy and care in collaboration with colleagues
- Effective multitasker; can prioritize tasks based on importance and deadlines.
- To be self-motivating and resourceful, detail oriented, and organized
- Collaborates with peers to enhance the school environment and support program effectiveness
- Assists in maintaining facilities including storage of resources, equipment and cleanup of area
- First Aid and CPR trained and currently certified (can be completed after hiring)
- Presence at school premises approximately 10 months from mid/end August to mid June as needed to open and close program each school year
- Works in a team environment and encourages open communication regarding concerns/issues with children, parents and co-workers
- Report to the Principal and Extended Care Director regarding concerns, and relevant information.

## **Salary/Benefits**

Compensation and benefits for this non-exempt, hourly-paid position will be set in accordance with the Archdiocese of San Francisco Parish Pay Guidelines and depending upon the experience of the candidate. The work schedule will follow the School "Days In Session" Calendar. The pay rate for this position is \$23 per hour

Successful candidates will be required to submit Livescan Fingerprinting Clearance, complete an online Child Safety course, and present results indicating a negative TB and Covid test, per SF Archdiocese Compliance policy.

**Statement of non-discrimination:** All school staff within the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic, or national origin; pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with criminal histories.

## **Application Instructions:**

Please mail application materials (resume, cover letter, and Archdiocesan Application) to:

Alex Endo, Principal: Saint James School 321 Fair Oaks Street San Francisco, CA 94110 Or email them to: [aendo@sjssf.net](mailto:aendo@sjssf.net)