



St. Thomas More School

Teacher/School Aide Position Available, Grades TK-8

- Part-time and full time employment will be considered

St. Thomas More School, an Archdiocesan Catholic school in San Francisco, is seeking an exceptional teacher/school aide. We are looking for a talented, creative, hard-working, team player with a broad range of skills, along with an appreciation of developmental characteristics of TK-8 students to join our strong faculty.

St. Thomas More School, San Francisco is a TK-8 school that has been providing excellence in Catholic education since 1954. 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 students to be thoughtful, spiritual, and nurturing individuals, highly effective communicators, and involved knowledge seekers. The school community is seeking a qualified teacher/school aide. Part-time and full time positions will be considered.

Our Mission

Guided by Catholic values, St. Thomas More School is committed to educating each individual based on the teachings of Jesus Christ. We advocate academic excellence and inspire spiritual, intellectual and social growth. We prepare our diverse community of students to become citizens committed to service and stewardship.

The Candidate

The ideal candidate must have the ability to assist in engaging and innovative lessons that allow our students to grow academically, socially and emotionally. Incorporating technology and hands-on learning experiences into the classroom

with enthusiasm, as well as coordinating and working with both administration and colleagues is an expectation. Strong communication skills, both orally and in writing as well as excellent classroom management skills are required. The ideal candidate is committed to excellence and supports and upholds the mission and vision of St. Thomas More Catholic school.

Qualifications

- Bachelor's degree preferred
- Elementary school teaching experience preferred
- Youth development experience preferred
- Growth mindset familiarity and/or openness/willingness to learn

Teacher/School Aide Position Description

Classroom Responsibilities

To assist an elementary classroom teacher in the following:

- Provide individual and small group instruction, with guidance from the teacher. Assists students with or without the teacher.
- Assist with the organization and maintenance of an orderly and organized classroom environment, which facilitates the everyday activities and the management of the classroom
- Demonstrate effective behavioral management strategies under the direction of the classroom teacher or designated administrator
- Provide a safe environment when working with students in order to facilitate their learning
- Assist the teacher in the preparation of instructional materials such as bulletin boards, games, instructional materials, etc.
- Assist teacher with liturgical preparations
- Assist with enrichment and/or remedial work activities
- Perform other duties consistent with the job description

External Responsibilities

- Lunch and/or recess duty as assigned by Principal

- Support educational programs in the school site
- Be willing learn and use school technology
- Other duties assigned by Principal including occasional substitute coverage

Hourly Pay Range \$19.00+ per hour (commensurate with experience)

- Full benefits included if working more than 20 hours week
- Maximum 37.5 hours per week

Information about the school can be viewed at the school website:

<https://www.stthomasmoreschool.org/>

Please email resume and cover letter to the principal, David Greenbaum, at

dgreenbaum@stmsf.org

STATEMENT OF NON-DISCRIMINATION

St. Thomas More 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." (Administrative Handbook #4111.4)