



## Instructional Aide (4th/5th) / Extended Care

### Job Requirements

- Completed degree (BA or BS) preferred but not required
- Classroom experience is helpful.
- CPR & First Aid Training (upon or after hire)
- Safe Environment Training (after hire)
- Fingerprinting- Background Check (upon hire)
- A strong work ethic and understanding of Catholic education
- Have strong written and verbal communication skills, with the ability to communicate student progress

### Required Documents

- Cover Letter
- Professional Resume
- Professional References

### Job Responsibilities

- Assist Lead Teacher in implementing lesson plans and classroom activities aligned with Archdiocesan Standards.
- Teach small groups (specifically in Language Arts and Math) and engage with students throughout the day.
- Support coverage of duties if/when the Lead Teacher is absent.
- Assess students regularly, analyze student results, and refine and differentiate classroom instruction based on assessment data and student needs.
- Collaborate with colleagues to improve instructional practices throughout the school; share best practices.
- Assist the lead teachers in communicating with students and their families about classroom activities and student progress.
- Manage student behavior following restorative practices to ensure every student is fully engaged.
- Actively participate in professional development activities and work closely with Lead Teachers, principals, and instructional coaches.
- Maintain accurate student records, including attendance.
- Have the ability to cover the classroom when the lead teacher is absent.

- Identify unique student needs and collaborate with team members to effectively address those needs.
- Support the mission, vision, and core values of St. Raymond School.
- Assist in covering assigned recess duties as required by staff members.
- Perform other related duties as required and assigned.

#### Benefits

- Pay begins at \$25 per hour, depending on experience.
- Health, Vision, and Dental insurance
- Flexible Spending Account Program
- Pension and 403b Retirement Benefits

#### Schedule:

- Part-time 6-hour shift (9-2pm)
- Monday to Friday
- 10 month position (mid-August to early June)

#### School type:

- Private Archdiocese of San Francisco Parish Catholic School (TK-8)

You can visit us at [www.straymond.org](http://www.straymond.org) to learn more about our fantastic community and school.

To apply, please send the required documents to [employment@straymond.org](mailto:employment@straymond.org).

#### Qualifications:

- Bachelor's degree in Early Childhood Education, Elementary Education, or a related field (Master's degree preferred).
- Valid teaching credential or certificate appropriate for the grade level and subject area.
- Previous experience working with young children, preferably in a preschool or early elementary setting.
- Strong knowledge of child development principles and early childhood education theories.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with students, parents, and colleagues.
- Patience, flexibility, and a genuine passion for working with young children during this critical stage of development.