

ST. JOHN SCHOOL

A PERSONALIZED LEARNING ACADEMY

Teacher Aide

Overview:

Teacher aides are responsible for assisting the lead classroom teacher in promoting the educational and social-emotional development of children enrolled in the Early Childhood program (Preschool 2s – Kindergarten) at St. John School.

Responsibilities:

- Supervises the classroom when the teacher is out of the room.
- Oversees unstructured free play. Works with teacher to ensure organization of free play corresponds to scheduled structured activities.
- Collaborates with lead teacher to implement activities based on curriculum and knowledge of early child development.
- Assists with meals, bathroom breaks, hand washing, drop-off, and pick-up routines.
- Promotes a safe and friendly environment through their interactions with students and parents. Treats all students with dignity and respect.
- Shares information appropriately with other staff members; keeps classroom staff informed but doesn't violate confidentiality with those who have no need to know.

Qualifications and Experience:

- Must love working with and interacting with young children.
- Prior experience working with children in a classroom setting, preferred.
- Must possess strong communication skills with children and adults.
Ability to perform activities required in the daily care and hands-on learning of children.

Work Schedule:

Part-time position working 8-20 hours over 2-5 per week depending on availability and preference. Must be available from 8-11:30am for morning half days, 11:30am-3pm for afternoon half days, or 8am-3pm for full days.

To Apply:

Interested candidates should submit an online employment application at www.stjls.org/employment.