

**Job Posting Announcement**  
**Saint Monica School**  
5950 Geary Blvd. San Francisco, CA 94121

**Primary Grade Teacher Assistant: Full-time Position**

**Organization Info:**

The mission of Saint Monica School is to provide a supportive, Christ-centered environment, and a vigorous, comprehensive academic curriculum, engaging the full range of a student's development. The Saint Monica School Community strives to live Christ's message of respect, love, and concern for one another in our contemporary and multi-cultural world. We strive to produce students who are: God's Children, Responsible Individuals, Academically Empowered Learners, Caring Citizens, and Effective Communicators

**Description:**

The primary grade teacher assistant supports the homeroom teacher in all ways that the teacher requests in order to help assure a safe and quality instructional program. To provide effective assistance to both the teacher and students, the teacher assistant works together with the homeroom teacher and shares the responsibility to develop a positive respectful working relationship. This is a full-time, non-exempt, position. Working hours will be during the school day, Monday through Friday.

**Qualifications/Requirements - Candidates are preferred to possess the following:**

- Have the capacity to ensure the health, safety and well-being of the students
- Have the capacity to show care, respect and a commitment of confidentiality in all interactions with students, staff and families.
- Have experience working with school age children
- Be comfortable working in a Catholic elementary school environment
- Have achieved a college degree or be taking classes toward a degree, child development courses preferred

**Job Expectations - Duties include, but are not limited to, the following:**

- Assist the homeroom teacher with keeping students on task
- Provide academic support to individual students and provide support for small student groups
- Assist the homeroom teacher with student questions and student behavior
- Lead individual student and small learning group activities while following the procedures outlined by the teacher
- Perform playground supervision duties during recess and lunch
- Assist with clerical work including filing, copying as assigned
- Perform other duties as assigned

**Employment Information:**

- Position is full time: Monday – Friday, 7:30 a.m. – 3:30 p.m.
- The work schedule will follow the school “Days in Session” Calendar. Extended Care is in session from the end of August to the beginning of June, excluding the holiday weeks for Christmas and Easter.
- Compensation for this non-exempt, hourly-paid position will be set in accordance with the SF Archdiocese Pay Range Guidelines and depending upon the experience of the candidate.
- Successful candidates will be required to submit Livescan Fingerprinting Clearance, complete an online Child Safety course, and present results indicating a negative TB test, per Archdiocese of San Francisco Compliance policy.

**Candidates, please send Letter of Interest and Resume to:**

Vincent Sweeters, Principal  
415-751-9564  
[sweeters@stmonicasf.org](mailto:sweeters@stmonicasf.org)

STATEMENT OF NON-DISCRIMINATION

St. Cecilia 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)