

**Archdiocese of San Francisco**  
**Department of Catholic Schools**  
**Job Posting**

**School Name:** St. Cecilia School

**School Address:** 660 Vicente St. San Francisco, CA 94116

**Contact Person:** Emily Murphy, Vice Principal

**Position Title:** Primary Classroom Aide

**Position Type:** full-time

**Job Description:** Be an enthusiastic member of a primary classroom team. Assist teachers with managing students, organizing and tidying classroom, preparing student materials, working with small groups, supervising outdoor play and lunchtime, and reflect the Catholic values taught at St. Cecilia School.

**Requirements/Qualifications:**

Candidates will:

Have a BA/BS, or advanced degree

Have experience working/volunteering in a primary classroom

Have a joy for teaching and working with students, parents, and colleagues

Collaborate and strategize with colleagues

**Application Instructions:**

Please email your resume, cover letter, and 2 letters of reference to Emily Murphy at [emurphy@stceciliaschool.org](mailto:emurphy@stceciliaschool.org)