



JOB DESCRIPTION

(rev. 6/2025)

SAINT PATRICK CATHOLIC SCHOOL **ELC Aide**

Saint Patrick Catholic School (SPCS) is a PreK-8 Catholic elementary school in the Archdiocese of Seattle. The successful candidate for this position will demonstrate a commitment to work with a talented and motivated student population and faculty. SPCS fosters amongst its administrators, faculty members, staff persons, and students a commitment to embrace and celebrate the diversity of the school's family and the broader community. Our school has made a strong commitment to promoting the diversity of our employees. We encourage persons of all backgrounds to apply.

ELC Aide:

The ELC Aide works closely with the Lead Teacher to support the spiritual, social, emotional, academic, and physical development of children in an early learning setting. This role requires flexibility, patience, and a deep commitment to early childhood education within a Catholic faith-based community.

Core Functions or Duties:

- Assist and work collaboratively with other preschool staff.
- Prepare materials, projects, and assignments.
- Facilitate small groups/centers.
- Maintain student/staff ratio at all times.
- Work with students who have a diverse set of needs and learning styles.
- Help maintain a clean and orderly classroom environment.
- Assist the teacher with the children and daily routines.
- Supervise students in various locations, including outdoor recess, specialists, field trips, snack/lunch time and rest period.
- Ability to lift up to 50 lbs., stand for long periods of time, kneel and sit on the floor, and be active with children.
- Close out the school day and prepare the classroom for the morning.
- Greet students and families at start/end of day.
- Help facilitate attendance in accordance with licensing and school regulations.
- Model and encourage social, emotional skills and regulation.

Additional Responsibilities:

- Other duties as assigned by the ELC Director, Principal, or Vice Principal.
- Attend required meetings and/or trainings.

Qualifications/Competencies:

- High School Diploma, GED, or equivalent (preferred).
- Must have, or be in the process of obtaining, Washington State STARS certification through the DCYF.
- Practicing Catholic, or showing a strong commitment to Catholic values.
- Prior experience teaching preschool or early childhood education is preferred.
- Ability to engage in activities with young children, including sitting on the floor, kneeling, bending, and lifting up to 25 pounds.
- Required to complete Safe Environment Training and pass a background check.

Relationships **Reporting**

- Reports to the ELC Director, Principal, and Vice Principal

Working

- Works with Lead Teacher, students, parents, faculty & staff, and the SPCS community.

Salary Range: \$19-\$22/hr

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills, and prior relevant experience, degrees, and certifications.

Full-time position with benefits (see below).

Those with direct Catholic education experience will be prioritized.

Benefits:

A comprehensive package of benefits is offered, including two medical plan options, dental, vision, life, accidental death and disability, long-term disability, pension, 403(b), HSA, FSA, generous sick leave, paid vacation and holidays, and SPCS employee tuition discount.

For teachers in the first five years of their careers, we offer the opportunity to apply for affordable, innovative housing options, based on availability.

Inquiries/Submittal:

Please send a cover letter & resume to Kate Chambers, Principal, at kchambers@saintpats.org. Please also fill out the job application at the [Archdiocese of Seattle job posting page](#).