

## FRENCH-SPEAKING CLASSROOM AIDE/TUTOR FOR 2021-2022 SCHOOL YEAR

Ecole Notre Dame des Victoires, a Catholic elementary school (Transitional Kindergarten - Grade 8) located in downtown San Francisco, seeks a classroom aide/tutor who speaks and writes fluent French for its non-immersion program. The main role of the classroom aide is to help reduce the teacher-student ratio during the instructional program.

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

- Report to the classroom teacher no later than 7:45 a.m.
- Assist with keeping students in Transitional Kindergarten to Grade 3 on task in French class
- Lead individual student and small learning group activities while following the classroom procedures outlined by the French teacher
- Assist the teacher with student questions and student behavior
- Provide academic support to individual students or small groups in any grade who need extra help in all subject areas (Transitional Kindergarten to Grade 8)
- Assist with clerical work including filing, copying, as assigned
- Perform playground supervision duties
- Perform other duties as assigned

*Prerequisites:*

- Fluent in written and spoken French -- native French speaker strongly preferred
- Four-year undergraduate degree
- Experience working with school age children
- Comfortable working in a Catholic school environment
- Current First Aid/CPR certification

*Salary:*

Competitive compensation plus medical and dental benefits

*Hours:*

Full-time (7:45 a.m. to 3:30 p.m., Monday through Friday; 7:45 a.m. to 1:00 p.m. on Minimum Days)

Positions begin August 17, 2021. Please send cover letter, resume and contact information for references to Sarah Currier (Principal) at [office@ndvsf.org](mailto:office@ndvsf.org).