



**St. Joseph Catholic School**  
**P.O. Box 98 Freeburg, Illinois 62243**  
**(618) 539-3930**

**The mission of St. Joseph Catholic School is to provide a well-rounded, faith-based curriculum that promotes the spiritual, academic, social, emotional, and physical development of each child in a safe and nurturing environment.**

## **Teacher Aide Position 2026-2027 School Year**

**Job Title:** Preschool Teacher Aide (Part-Time Position)

**Start Date:** August 2026

### **General Summary:**

St. Joseph Catholic School is seeking a dedicated and caring individual to join our community as Preschool Teacher's Aide. A Preschool Aide's job is to support the preschool teacher by assisting with classroom management, student supervision, and various classroom activities. They also help maintain a safe and clean learning environment and may assist with parental communication.

### **Essential Duties and Responsibilities:**

- Supervise and engage with the guidance of the teacher during daily activities to foster social and emotional growth.
- Assist preparing snacks.
- Assist in the organization and cleanliness of the classroom environment.
- Supervise children during lunch and recess daily.

### **Basic Qualifications:**

- Excellent communication skills including written, verbal, public speaking, and presentation skills.
- Must be flexible, reliable, and ready to step into different roles as needed.
- Must complete a criminal history and background check.

### **Education and Experience:**

- High School diploma or equivalent required; prior experience in early childhood education preferred.

### **Compensation, and Hours:**

- \$15.00 Per Hour
- Hours: 7:30 am – 12:30 pm

### **Benefits:**

- May be eligible for personal days and sick leave per Diocese of Belleville Board of Education Policies and Regulations and applicable Illinois and federal law.
- As defined by the Illinois Employee Sick Leave Act, sick leave is granted for personal illness and serious illness in the family.



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- Unused accrued sick leave is not paid out upon termination of employment.
- As a part-time employee working less than 30 hours per week, not eligible for term life insurance/accidental death & dismemberment coverage, medical coverage, or ancillary products
- You may be eligible for retirement benefits if your eligibility requirements are met.

Interested candidates should provide a resume, and a minimum of three references with phone numbers and addresses to complete their application file.

Applications will be accepted until the position is filled. Candidates will be notified by phone if they are selected to participate in interviews.

Thank you for your consideration,

Brandy Hildebrand

St. Joseph Catholic School, Principal

**Please mail the application file to:**

St. Joseph Catholic School - Attn: Brandy Hildebrand

PO Box 98, Freeburg, IL 62243

or email to [bhildebrand@stjcsil.org](mailto:bhildebrand@stjcsil.org)