

JOB VACANCY POSTING
School Office Aide Position - Part-time

Job Position: School Office Aide at St. John's Lutheran School

Job Duties and Responsibilities:

- * Responsible for providing care & supervision to children entrusted to the school.
- *Implement School Board policies & procedures
- *Work closely with the Principal and Administrative Assistant

Job Qualifications:

- *A minimum of a high school diploma
- *Technology use experience preferred
- *Strong leadership, management, and organizational skills with the ability to follow through on plans
- *Strong communication skills with parents, Colleagues, and students
- *Ability to delegate authority and/or Responsibility effectively as needed.

Personal Qualifications:

- *Model the Christian Faith with student & staff
- *Professional appearance in dress and actions

Posting Date: July 5, 2022

Starting Date: School Year 2022-2023

Application Instruction: Submit the following:
Resume or [Application](#)
3 References

Contact Information: Julie Berndt, Principal
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LaPorte, IN 46350
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St. John's Lutheran School does not discriminate in hiring or employment on the basis of race, color, national, origin, sex, age, or disability. Because we are a church body. The Lutheran Church – Missouri Synod retains the right, to give, preference in hiring to persons who are members in good standing or an LCMS congregation.