



FIDES . RATIO . VIRTUS

Our Lady of the Pillar Academy

Half Moon Bay

Job Description

v. 12.5.2023

Position: Instructional & Administrative Assistant

Job Period: 2023-24 Academic Year, Now - June 7, 2024

Grade Levels: K-8

Enrollment Size: 10-25

Compensation: \$25/hour

Hours: 20-30 hours per week, typically 10am-2pm, M-F during instructional weeks

Who are we?

Our Lady of the Pillar Academy is a new joyfully Catholic, classical grade school in its inaugural year offering a rigorous, integrated curriculum centered on the Incarnation of Jesus Christ. Focusing on the classics, the school develops complete thinkers who learn to draw on faith and reason for the purpose of building a culture of life. Our classical curriculum combines a broad, liberal arts education with a strong emphasis on developing Christian virtues and an appreciation of beauty. Our aim is to prepare our students to triumph over the materialism and despair that pervade our culture and accept our Lord's offer to have life and have it abundantly.

Our mission is to build abundant lives in the Half Moon Bay Area through Catholic classical education.

Our Lady of the Pillar Academy is located in the middle of the San Francisco Peninsula on the coast side of San Mateo County, in beautiful Half Moon Bay and within the Archdiocese of San Francisco.

Whom are we seeking?

Successful candidates will be able to assist teaching up to 20 students of multiple grade levels in one room. The Teacher/Administrative Assistant serves as the assistant to the Teachers and Headmaster:

- Helping teachers in the classroom to effectively and efficiently manage a culture of joyfully sanctified and fruitful learning, fostering an environment in keeping with Catholic Tradition and the approved curricula and mission of the school. [Currently we primarily need help with K-4 grades students.](#)
- Helping the Headmaster with the yard duty, volunteer coordination and other administrative duties of the academy.

Our Lady of the Pillar Academy is a religious organization and the Teacher/Administrative Assistant must be a Catholic in good standing with the Church, and take an oath of fidelity to the Church Magisterium on all doctrinal matters, with particular care for those concerning the nature of the human person, sexual ethics, and sexual identity. Candidates must demonstrate excellent organizational, written and verbal communication skills, and possess a track record of contributing to the vision and mission of an apostolic and educational enterprise.

In addition to their teaching responsibilities, faculty at Our Lady of the Pillar Academy participate in the school's system to promote character and virtue, and to help students grow in holiness. Faculty members are required to attend daily Mass with the entire student body, and assist in leading spiritual retreats and school activities.

Certification

- Not required

How to Apply

Interested candidates should submit a cover letter, resume clearly showing years of teaching experience, and three to five references to info@olp.academy.