

Holy Family Cathedral Preschool

Job Description: Preschool Teacher

Reports to Director

Purpose and Scope

Under the general supervision of the preschool director, the preschool teacher strives to achieve the goals of Catholic education; assumes responsibility for leadership; works as a member of the preschool team; develops an appropriate learning and social environment; evaluates the needs of each student; assists in developing and supervising all areas; evaluates and reports student progress; establishes positive school community relationships; continues professional development; performs other job related tasks as deemed necessary and/or assigned by the director.

Essential Job Functions

- **Strives to achieve the goals of Catholic education**
 - Shows evidence of the Catholic philosophy of education
 - Promotes Gospel values and Catholic moral teachings
 - Upholds the doctrinal teachings of the Catholic Church
 - Exemplifies Catholic living both in and out of the classroom
- **Assumes responsibility for the leadership of the classes assigned**
 - Demonstrates knowledge and understanding of effective teaching techniques and child development
 - Provides daily instruction and selects learning activities appropriate to the students' needs
 - Develops appropriate lesson plans and evaluates them daily
 - Acts as a positive role model
 - Is adaptable and flexible in routine and unexpected situations
 - Uses good judgment in daily encounters
- **Works as a member of the preschool team**
 - Attends weekly Monday/Friday staff meetings
 - Attends trainings as assigned by the director
 - Participates in parent activities (addendum provided in September listing dates)
 - Maintains a professional attitude
 - Uses positive communication skills both in and out of the classroom
- **Develops an appropriate learning and social environment**
 - Works toward the creation of a Catholic community within the classroom and the entire school community
 - Creates a room arrangement most appropriate to the educational objectives
 - Develops an environment that promotes learning and social interaction
 - Provides for the safety, welfare and care of the students while they are in school
- **Evaluates the needs of each student**
 - Observes and records information on child's development
 - Alters learning activities to meet specific needs
 - Refers students with suspected learning challenges to the Director

- **Assists in the development and supervision of all areas**
 - Consults with the director and staff
 - Provides appropriate materials
 - Insures that the area is safe
- **Evaluates and reports student progress**
 - Observes and maintains record of student's progress regularly
 - Reports students' progress to the director
 - Confers with parents as needed
- **Establishes positive school community relationships**
 - Maintains cooperative relations with parents
 - Provides for regular conferences and meetings with parents
 - Cooperates with and helps promote all school programs
 - Maintains awareness of his/her role as a Catholic preschool teacher and its impact on the community
- **Continues professional development**
 - Religious certified, remains current with religious and academic standards
 - Keeps informed of current instructional practices through professional reading and educational opportunities
 - Participates in professional activities and joins appropriate professional organizations (OCAEYC)
 - Record 12 hours yearly of outside professional growth hours
 - Attends school and diocesan sponsored in-services and staff development opportunities
 - Attends and participates in school faculty meetings and in-services
- **Performs any other job related tasks deemed necessary and/or assigned by the director.**

KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM ESSENTIAL JOB FUNCTIONS

- Must meet Religious Certification as required by Diocesan Policy
- Licensing Regulations

Minimum Qualifications

- Must have a AA (BA/BS preferred) in Early Childhood Education/Development and six months of child care experience
- Participated in Safe Environment Training and signed the Code of Ethics
- FBI Fingerprint Clearance completed
- Must be current with CPR, AED, and Basic First Aid (infant/toddler and adult)

*****Please include transcripts for licensing qualification verification*****

Job Type: Part-time