



ST. ANNE SCHOOL

JOB DESCRIPTION

On-Call Substitute Preschool Teacher

St. Anne Early Child Development Center is seeking on-call substitute preschool teachers for our school in Laguna Niguel. Immediate positions are available for caring, enthusiastic, and responsible individuals to assist in the daily curriculum activities that promote the social, physical, and intellectual growth of preschool and school age children. Teachers will be responsible for assisting in the care, hygiene, learning, developmental activities, supervision, and redirection of children in the classroom and in the playground areas.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, goals of the school, as well as the decisions made by Board of Directors and administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the parent/student handbook and employee handbook.

QUALIFICATION:

Preschool teachers must have a minimum of 12 qualified units in Early Childhood Education (ECE) and preferably with administrative experience. Teacher candidates must have acquired skills in providing tender loving care and support to children, demonstrate skills and abilities to maintain friendly and successful communication with parents, and establish successful team work with other teaching staff. Teachers must be able to maintain classroom cleanliness and orderliness, adherence and compliance with expected professional behaviors as required by management.

A copy of transcripts must be submitted with application.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Ten-month, on call, non-exempt employee, 7:30 a.m. - 3:30 p.m. typical day

Reports to: Director of Early Child Development Center

This is a temporary on call, non-exempt position. Pay a daily rate of \$100. Please send cover letter, resume, references and transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.