



ST. NORBERT

CATHOLIC SCHOOL

Truth ♦ *Service* ♦ *Family* ♦ *Peace*

JOB DESCRIPTION- Afternoon Preschool Teacher

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together.

Overview

- The preschool teacher will perform all duties under the supervision of the Director and within the philosophy, goals, and policies of the Center
- Be aware of and accountable for compliance of regulations set forth by Community Care Licensing

Classroom Duties

- The preschool teacher is responsible for planning, implementation, and supervision of a developmentally appropriate curriculum for a group of preschool age children
- Monitor children's growth, development, safety, and well being
- Apply discipline in a positive, non-judgemental manner that sets clear and appropriate limits
- Responsible for preparing a rich, safe, healthy and comfortable educational environment.
- Create a classroom environment that is attractive, orderly, motivating, and current with planned curriculum

Parent Relations

- Establish a system of communication with parents; Friendly day to day contact with parents
- Maintain professional attitudes and relationships with families
- Conduct parent- teacher conferences once yearly and more frequently if needed

Health and Safety

- Ensure that all equipment is appropriate for preschool aged children, well maintained, and that the use of the equipment in play is sufficiently supervised

- Conducts daily health checks, documents and informs parents of accidents, takes appropriate steps to isolate children who become ill while at the center
- Ensures that the Center is well maintained. Is alert to and removes health and/or safety hazards, notifies proper authorities when necessary
- The first teacher out on the playground needs to conduct a playground safety check for any potential hazards
- Follows basic health and safety rules. Assists children in understanding and observing rules
- Encourages children to have good health and nutritional habits
- Know procedures for responding to fires, earthquakes, or other disasters. Participates in Center drills. Initiates emergency procedures when necessary
- Administers first aid when necessary. Administers medication and treatment authorized by a licensed physician when necessary

Administration

- Check sign in/out sheets daily to properly document attendance. Report number of children in attendance to the director
- Open or close Center on a daily basis depending on work schedule
- Provide guidance and direction to substitutes, volunteers and aides when needed

Staff Relations

- Promotes a constructive working relationship with the team through positive conflict resolution, direct and complete communication, and group problem solving

As Needed

- General administrative duties in the absence of the Director
- Flexibility in work schedule dependent on student to teacher ratios
- Attend and assist as needed in all other center functions

Education and Experience:

- Minimum ECE units required.
- Experience working in preschool setting is preferred.

Physical Demands & 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 classroom setting.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a classroom 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 (up to 40

lbs.); to operate office equipment requiring repetitive hand movement and fine motor coordination including use of a computer keyboard; and to verbally communicate to exchange information. Applicants must be able to maintain presence of mind to provide supervision for students at all times during work hours, and to observe, assess, and report on student behavior, as well as conduct lessons, complete work-related tasks such as lesson planning and preparation.

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

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

Hours: Part-time, salaried, Ten month employee.

Reports to: Preschool Director, Principal, and Assistant Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:

jjciccoianni@saintnorbertschool.org.

St. Norbert Catholic School

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