

**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**

**A. 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

**B. 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

**C. 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

**D. 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

**E. 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

**F. Assists in the development and supervision of all areas**

- Consults with the director and staff
- Provides appropriate materials
- Insures that the area is safe

**G. 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

**H. 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

## **I. 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

## **J. 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 in Early Childhood Education/Development and six months of child care experience. BA/BS is preferred
- 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)
- Immunizations mandatory: MMR, TDaP, Current Influenza or waiver