



ST. ANNE SCHOOL

JOB DESCRIPTION **ECDC/Daycare Associate Teacher**

St. Anne School's Early Child Development Center (ECDC) in Laguna Niguel is seeking an ECDC/Daycare Associate Teacher to rotate and provide support to the ECDC programs. St. Anne is seeking a caring, enthusiastic, and responsible individual to assist in daily curriculum activities that promote the social, physical, and intellectual growth of preschool students. The ECDC/Daycare Associate Teacher 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, and goals of the school, as well as the decisions made by the Administration
- Ensures 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 Employee Handbook
- Attends faculty and administrative meetings as needed

DEFINITION:

The ECDC/Daycare Associate Teacher will act in direct support of the ECDC and Daycare leadership in executing the instructional program, general operations, and management of the assigned class(es) and/or programs. Responsibilities include, but are not limited to, the following:

DUTIES:

- Assist in implementing the daily ECDC program under the direction of the teacher and/or Director of ECDC, including the school day and during daycare hours
- Be responsible for assisting with the religious education and prayer instruction that supports St. Anne School's faith formation program
- Assist in preparing and setting up the learning environment, including interest centers, materials, and supplies
- Lead childcare program in lieu of teacher's absence
- Treat children with dignity and respect and protect their personal right
- Ensure a positive environment where each student is encouraged to reach his/her potential and take the risks
- Ensure implementation of ECDC curriculum while providing care, guidance, and developmental experiences in accordance with ECDC guidelines and state licensing requirements
- Supervise children in a safe environment as required by the Director of ECDC and administration
- Supervise up to 12 children with the assistance of other staff per Title 22 requirements, 1:6 or 2:12
- Attend all staff meetings, inservices, and required school functions
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the school
- Attend the following activities: Weekly Masses, Chapels, assemblies, Christmas Program, and all other activities as designated by the School
- Supervise morning breaks and prepare morning preschool snacks
- Adhere to a professional dress code as outlined in the Employee Handbook
- Attend special subject classes and teacher development activities as required
- Maintain a professional attitude and behavior with students, parents, and other staff members

QUALIFICATIONS:

- Practicing Catholic preferred
- Minimum of 12 qualified units in Early Childhood Education (ECE) required
- Administrative experience preferable
- Skills in providing tender loving care and support to children
- Strong communication skills with the school community
- Ability to establish successful teamwork with other teaching staff

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 classroom 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 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, full-time, hourly non-exempt employee.
Required to be on campus 8:30 am – 4:30 pm Monday-Friday

Reports to: Director of Early Child Development Center

This is a full-time as we're looking for hourly, non-exempt position starting at \$20 an hour up to \$25 an hour depending on education and years of experience. Please send cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org