

## PRESCHOOL TEACHER JOB POSTING

The Preschool teacher works at the Catholic preschool in an instructional capacity and performs specific duties assigned by the administrator of the school.

**Reports To:** Preschool Administrator

**FLSA Status:** Non-Exempt

**Responsibilities:** (including but are not limited to)

- Provide developmentally appropriate instructional program including:
  - Lesson planning
  - Classroom preparation
  - Assessment of each student's performance
- Provide developmentally appropriate intervention or enrichment opportunities.
- Encourage, inspire and nurture preschool aged children to experience God's love and wonder of creation and to begin their Catholic faith journey.
- Educate and assist parents to being the primary educator, and enhancing what students are learning in the classroom.
- Supervise students.
- Maintain knowledge of rules and requirements set by licensing agency ODJFS.
- Maintain training requirements (health and safety, professional development), as stated in ODJFS Rules for Child Care Staff Members
- Maintain a professional development registry, ex. OCCRRA, OPR
- Assist in coordinating the school curriculum with the administrator and other teachers.
- Communicate regularly, and participate in regular staff meetings, in-services with preschool, and with parish staff when requested.
- Attends other school functions and activities as is necessary (evening, summer, etc).
- Give support and assist at registration, open house, conferences, and other preschool events
- Use available resources to create a developmentally appropriate classroom environment.
- Assist with keeping all preschool rooms in good clean order.
- Coordinate volunteers when they are assigned to class.
- Participate in daily morning prayer and routine staff meetings, as scheduled by Administrator
- As a practicing Catholic, pursue ongoing personal faith development and formation.

**Job Structure:**

- Reports to Preschool Administrator; refer to Parish Organization chart
- Non-exempt, hourly position
- Part time position (under 24 hours) with set hours to work, to be determined by enrollment
- 5 sick days per year (for a 5 day work week), prorated for the assigned work week
- May include very limited evening hours
- Weekly work schedule during the school year, September through May, as set in the Preschool Yearly Calendar
- Additional hours at end and prior to the start of the school year, as requested by the Administrator

**Qualifications:**

- Practicing Catholic with a lived-familiarity with Catholic rituals and symbols, and the ability to ensure these are taught and integrated into the daily schedule and curriculum as the main teaching points that all academic activities originate from.
- High school diploma, or GED equivalent
- Compliance with ODJFS on all certified training and education requirements, initial and ongoing
- Successful completion of background records checks, as required by ODJFS
- Successful completion of the Toledo Diocesan requirements for protection of youth / VIRTUS
- Knowledge in both early childhood education and child development.
- Must have appropriate behavioral management strategies, which will enhance the learning environment.
- Ability to work cooperatively with the assigned teacher and other staff, and communicate effectively in a team environment.
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- Must have well developed people skills in interacting with all who come to the preschool, therefore able to effectively communicate with children, parents, teachers, pastor, and all parish staff

- Ability to honor and maintain confidentiality in all matters
- Ability to interpret a variety of instructions furnished in written, oral or schedule form
- Demonstrated ability to set priorities and organize work effectively and efficiently.