

St. Paul's Tiny Tim's Child Development

Pre School Teacher

POSITION NAME: Pre School Teacher	PARISH: St. Paul Catholic Church
REPORTS TO: Pastor or designee	EFFECTIVE DATE:
CLASSIFICATION: non exempt	APPROVED:

EMPLOYEE OFFERED/WORKING POSITION:

Supervisor: The Pre School Teacher reports to the Pastor or his designee as their immediate supervisor.

Position Summary of Duties:

Pre School Teacher instruct three and four year old children using creative methods such as art, music, and hands on learning. Provides educational instruction to all pre-school children with the primary goal of successfully preparing students for kindergarten. Supervises Pre School Aides in their interaction and instruction to pre-school children. Ensures compliance with all program requirements, assists with parent education programs and communicates with parents of students in all aspects of the student's progress.

The Pre School Teacher is responsible for familiarizing one self and adhering to all policies and procedures of the Diocese of Gary Protecting God's Children and that of the Saint Paul Standard of Excellence. The Pre School Teacher has various responsibilities related to the care of the pre-school children attending Saint Paul's Tiny Tim's Child Development.

I ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES

- Supervises and teaches preschool students. Ensures compliance with program requirements, assists with parent education programs and coordinates communication with parents.
- Adapts classroom work to provide students with instructional materials that enhances the individual students learning plan. Prepares book orders.
- Provides appropriate assessment and test for the purpose of determining student's competencies.
- Communicates and advises student progress with parents.
- Assesses student progress towards objectives, expectations, and/or goals for providing feedback to students, parents, and administration.
- Works to improve performance, health status and problem solving techniques to achieve classroom objectives.
- Creates daily lesson plans that teach social skills and personal hygiene. as well as
- Introduces reading and writing to their classes and helps children develop language skills (e.g. introducing colors, shapes – recognize and name letters and numbers; reciting alphabet, rhyming; matching; printing of first name).
- Attends to basic needs of young children such as serving them food and beverages, putting on and taking off coats, and as needed assists students in the proper use of the bathrooms.
- Facilitates preschool students (e.g. Art, science, music, housekeeping, story time, movement activities, etc.) for improving the student's academic success and transition for the next school year, Pre-Kindergarten.
- Models conversation manners, cleanup activities, listening skills, etc. for demonstrating appropriate social and interpersonal behavior.

- Monitors students in a variety of educational environments (e.g. classroom, playground, field trips, nap times, etc.) for providing a safe and positive learning environment.
- Organizes age appropriate indoor and outdoor activities for ensuring students participation in learning activities.
- Prepares a variety of written materials (e.g. grades, attendance, student records, etc.) for the purpose or documenting student progress and meeting mandated requirements.
- Responds to emergency situations to resolve immediate safety concerns.
- Maintains communication with each students' parents especially when there is a problem.

Additional Responsibilities:

1. Open the door at as directed by schedule, or when the first child is scheduled to arrive.
2. Check and finish preparations of any crafts need for future use. Pick up supplies as requested.
3. Take daily attendance. Help prepare crafts for use needed for next day.
4. After the last child leaves stack chairs on the tables. Make sure toilets are flushed and faucets are off.
5. Turn off all building lights. Secure all the outside doors. Maintain building security.
6. Always maintain and follow safe working procedures for yourself and the public. Follows the Tiny Tim's Preschool Schedule for additional responsibilities.
7. Handles other duties as assigned.

PERFORMANCE STANDARDS

Maintains a constructive relationship with parents and students. Adheres to the highest level of moral, professional and ethical behavior. Always demonstrates tact and patience in all dealings with parents and students.

REQUIRED KNOWLEDGE / ABILITIES

Able to compose a variety of documents and facilitate group discussions. Solves practical problems and designs age appropriate activities. Must possess knowledge of lesson plan requirements and be aware of the various stages of child development. Must maintain a high level of flexibility allowing one to work with others in a wide variety of circumstances. Must be an independent problem solver which requires one to appropriately analyze various situations and create an effective action plan.

ADDITIONAL REQUIREMENTS

Positive experience in the field of child care and development is a plus.

II Mission

1. Support, upholds, and maintains the Mission of the Diocese of Gary and Parish and serves as a role model of the church/school in a positive manner and in all business interactions within the church/school and to the outside community. Demonstrates loyalty and pride in the church/school, its employees and departments

2. Respects and safeguards the confidentiality of information regarding parishioners, customers, co-workers and the church, and holds others accountable to the same standard.
3. As a leader within the church, projects a professional and caring demeanor in interactions with all.
4. Takes responsibility for maintaining a clean, neat and orderly environment. Uses equipment, supplies and other materials with a focused effort to stewardship and reducing waste.
5. Demonstrates an attitude of teamwork when interacting with others within or outside the church. As such, consistently displays respect for self and for others in manner (body language, dress), word (spoken language) and action (behavior).
6. Takes ownership of job responsibilities by initiating prompt and appropriate action/follow-up in all areas. Insures appropriate and timely resolutions to situations.
7. Exhibits resourcefulness and Initiative in anticipating and meeting the needs of others in a pro-active manner. Encourages and empowers subordinates to perform in the same manner.
8. Welcomes suggestions and new ideas as an opportunity to learn, grow and improve services.
9. Promotes and supports the change effort through accurate and timely communication, flexibility and acceptance.

SPECIFIC JOB SKILLS:

Good interpersonal skills and organizational skills.

EDUCATION AND/OR EXPERIENCE:

Requirements may vary by state from a high school diploma to advanced training e.g. High School diploma, Associates or Bachelor's Degree in Early Childhood Development or a related field of study.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds. Lifting of preschool children is sometimes required.

JOB CONDITIONS:

Work week: Tuesday and Thursday from 8:30am to 1:30pm, from August 27th and 29th, and September 1st through May 21st. Total scheduled hours of work per week, shall not exceed ten (10) hours. *The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

SUPERVISES: --Class room aides.--

Employee Signature

Date