

**St. Mary Preschool**  
**POSITION DESCRIPTION**

Position: Preschool Teacher  
Status: Non-Exempt  
Reports to: Preschool Director

**General Description:**

The Preschool Teacher works under the direction of the Preschool Director to maintain, operate and manage the preschool class. The Preschool Teacher organizes, leads and monitors activities of the students enrolled in the program and provides other assistance in the total implementation of the program.

**Essential Functions:**

- Plans, supervises and administers daily activities under the guidance of the Director in accordance with the policies and philosophy of the program. Essential knowledge of child development and age appropriate curriculum is required.
- Prepares and executes appropriate lesson plans that provide developmentally appropriate activities. Gears activities to the needs of the children in the areas of Religion, Math, Science, Art, Music and Movement, Social Skills, Gross Motor, Fine Motor, and Language Arts (letter recognition, sounds).
- Treats each child with dignity and respect.
- Helps each child to become aware of his/her role as an integral member of a group.
- Responsible for the direct supervision of preschool students. Children may not be left alone at any time for any reason. Children need to be in view at all times.
- Responsible for the ordered arrangement, appearance, décor and environment of the classroom. Responsible for the organization, cleanliness (during the day) and safety of the classroom. Notify the director if there is an issue requiring outside assistance.
- Develops positive rapport with the parents of students enrolled in the program. Communicates effectively (positive feedback and concerns) with the parents and families on a consistent and ongoing basis.
- Participates equally in the joint housekeeping responsibilities of the staff. ● Participates in training programs, conferences, courses, and other aspects of professional growth as recommended by the Director and Principal. ● Maintains a professional attitude and loyalty to the school and the Preschool Program at all times.
- Know and comprehend the rules set forth from the Licensing Agency and maintain the classroom environment to these guidelines.

- Be a warm, caring individual that is capable of handling children in stressful situations.
- Depending on staff schedule, is responsible for the opening and or closing of the Preschool.

**Position Specifications/Requirements:**

- Must be 18 years of age.
- Must be a high school graduate.
- Must have a minimum of 12 ECE units in core classes, Child Development, Child Family and Community, and curriculum areas or possess an Associate Degree in ECE.
- Must have valid First Aid and CPR certification.
- Must have 6 months experience in a Licensed Child Care Facility. ● Must have belief in the school philosophy and an ability to articulate the philosophy.
- Must have ability to communicate clearly and effectively both verbally and in writing.
- Must have ability to maintain confidentiality in all school matters.
- Must have basic knowledge of how the school operates.
- Must have good interpersonal communication skills.
- Must be neat in appearance, punctual, encouraging and helpful. ● Must be competent to provide the services necessary to meet the individual needs of the child.
- Must be able to treat each child with dignity and respect.
- Must receive fingerprint clearance.
- Must complete an annual Bloodborne Pathogen training.
- Must complete CA Mandatory Reporter training every two years.
- Must complete Safe Haven Training every three years.
- Must provide evidence every four years that you are free of Tuberculosis (provide TB test results).
- Must provide proof of immunization of measles, pertussis and flu. (Only Flu can be declined with a written statement).
- Must function in a manner consistent with the mission of the Catholic Church, Diocese of Sacramento, the School and the Employee Handbook.