

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT: St. Mel School**

**POSITION: Preschool Teacher**

**CATEGORY: Non-Exempt Hourly**

**POSITION STATUS: Full Time**

**SUPERVISOR: Preschool Director and Principal**

**JOB SUMMARY:** The preschool teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the preschool director and principal and is expected to provide education to the classes and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. Mel School, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The preschool teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment.

### **General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento leads daily prayer
  - Maintains effective classroom management and cultivates an atmosphere conducive to learning
  - Confers with preschool director and staff in the planning and development of curriculum and pedagogy
  - Actively participates in teacher collaboration and articulation
  - Plans instruction carefully and implements content effectively
  - Organizes and prepares resources for students
  - Incorporates technology into the learning environment within the classroom
  - Teaches assigned subjects and assists students as needed
  - Evaluates and grades students' work
  - Exhibits flexibility in the day-to-day school environment
  - Communicates professionally and in a timely manner with pastor, principal, preschool director, colleagues, parents, and students
  - Supervises and accepts responsibility for the safety and well-being of each child as assigned
  - Adheres to Code of Ethical Conduct
  - Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
  - Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
  - Completes all requirements with Child Care Licensing through the State of California
  - Performs additional duties as requested by the preschool director and principal
- Participates in ongoing evaluation for accreditation for St. Mel School

### **Record Keeping Responsibilities:**

- Maintains grading/assessment records and communicates information to parents as needed
- Prepares Assessment/Evaluation for distribution at the end of each grading period
- Records daily attendance of students by making sure students are sign in and out

- Completes all required forms and reports as designated by administration

**Meeting Responsibilities:**

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

**MINIMUM QUALIFICATIONS:**

**Education:**

- A teacher shall have completed with passing grades a least six postsecondary semester units of specified early childhood education classes, or have a valid Child Development Assistant permit issued by the California Commission on Teacher Credentialing. A teacher hired with six units must complete at least two additional units each semester until fully qualified.
- A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units specified shall include courses covering child growth and development; child, family and community; and program/curriculum.

**Experience:** Previous instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. Mel School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Mel School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE