

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: St. Vincent Ferrer Preschool **POSITION:** Preschool Teacher Aide
CATEGORY: Non-Exempt Hourly **POSITION STATUS:** Part Time

SUPERVISOR: Preschool Director

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. Vincent Ferrer 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
- Assist in planning instruction carefully and implements content effectively
- Assists in organizing and preparing resources for students
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- 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. Vincent Ferrer

Record Keeping Responsibilities:

- Helps to maintain grading/assessment records and communicates information to parents as needed
- Help prepare Assessment/Evaluation for distribution at the end of each grading period
- Helps record 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

Other Responsibilities as designated by the preschool director/principal:

MINIMUM QUALIFICATIONS:

Education:

- ECE Units Recommended

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. Vincent Ferrer mission
- 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 iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE