

## **St. Catherine of Siena School**

### **Preschool Teacher Position**

Full Time: 35 hours per week

Pay Range: \$19-\$21.00

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing, and reconciliation through the impact of the Gospel, we seek to fill lives with hope.

#### **Position Summary:**

The Preschool Teacher works under the direction of the Preschool Director/Lead Preschool Teacher/Principal to maintain, operate and manage a preschool class. The responsibilities of the Preschool Teacher include:

1. Prepare and execute written lesson plans that provide developmentally appropriate experiences for the children.
2. Observe and evaluate each child's progress, and provide a written report to the Preschool Director as requested throughout the year.
3. Maintain a classroom environment that is inviting, stimulating, clean, and free of health and safety hazards.
4. Constantly ensuring the safety, well-being, and development of the children through vigilant supervision and meticulous care.

**Position Scope and Accountability:** Preschool Director/Lead Preschool Teacher/Principal

**Provides Direction to:** Students, Aides, Volunteers

**Summary of Essential Job Functions:** The needs of each preschool setting are unique. Thus, the specifics of the Preschool Teacher's position need to be worked out with the supervising agent. The essential job functions may include, but are not limited to the following:

5. Know and comprehend the rules, regulations and policies of the California Department of Public Social Services (Community Care Licensing), the Diocese of San Bernardino, and the local school/parish, and assure that the preschool is in compliance with all these entities.
6. Be knowledgeable and supportive of the preschool's philosophy and program policies as outlined in handbooks.
7. Prepare and execute age appropriate written lesson plans that follow Curriculum Guidelines and support the development of the whole child.
8. Observe and assess each child's developmental progress through formal and informal evaluative tools. This is to be completed on a regularly scheduled basis throughout the school year.
9. Communicate regularly with parents through a variety of means: class newsletters, posted lesson plans, notes home, phone calls home, informal/formal conferences etc.
10. Assume responsibility for the cleanliness and safety of the individual classrooms and the overall school environment; inform responsible agencies if a problem exists.
11. Maintain Christian and professional standards in attitude, attire, and in verbal and written communication. This includes exhibiting knowledge and understanding of ministry within the Catholic Church.

12. Willing to provide toiletry assistance as needed.
13. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.

**Summary of Peripheral Job Functions:**

1. Be accessible to parents, children, colleagues, and school/parish personnel.
2. Maintain current information in Employee Permanent File, including health, pediatric CPR/First aid certification, and professional growth/education records, including PMFP requirements.
3. Comply with the continued education requirements as indicated on Professional Growth as outlined in the Child Development Permit Matrix.
4. Promote health of mind and body by providing healthy snack/lunch programs, appropriate forms of exercise, and adequate time and space for rest.
5. Maintain current information in student files while maintaining student privacy, dignity, and confidentiality.
6. Attend all meetings and events as required by the Preschool Director/Lead Preschool Teacher/ Principal or the Community Care Licensing agency.
7. Actively participate in school/parish/community events.

**Qualification Guidelines:**

1. Must be 21 years of age with a minimum of a high school diploma/GED (Associate of Arts degree or higher preferred).
2. Must comply with the educational and professional development requirements of the California Commission on Teacher Credentialing (as outlined in the Child Development Permit Matrix), and the Office of Catholic Schools in the Diocese of San Bernardino. Before hiring, the applicant must have a least 12 units of Early Childhood Education or Child Development and an Assistant Permit. Once hired, the employee must pursue and meet the requirements for a Teacher Permit within a timely manner, 1-3 years.
3. Must be in good health and shall be physically and mentally capable of performing assigned tasks.
4. Must be able to efficiently and effectively organize, multi-task, and problem solve.
5. Must be interested and able to work with children and parents.
6. Must demonstrate a knowledge of the developmental needs of children, along with a general knowledge of curriculum.
7. Must be a warm, caring individual, capable of handling children and stressful situations.

**Education/Training:** Willing to further education as needed.

**Knowledge/Skills and Ability: Hours:** varied, determined by supervising agent.

Special Requirements: Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Diocesan Code and the CCL Code (two separate screenings), Health Screening report; TB Clearance; Hepatitis B shot/waiver, Pediatric CPR and First Aid Certification, Preventative Health Practice Certification and all required forms signed.

**Notwithstanding employment relationship is setting forth a one-year term, it is understood that this employment agreement is “at will” and may be terminated by either party at any time, before, during, or after the commencement of the school year. Written notice of**

**termination/resignation shall be made in writing by the moving party, state the effective date of termination/resignation.**

Interested candidates, please send your resume and application to:

Beverly Winn, Principal

Email: [bwinn@sbdiocese.org](mailto:bwinn@sbdiocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**