



## **PRESCHOOL AFTERNOON TEACHER**

St. Joachim Catholic School Preschool, in Costa Mesa, seeks a afternoon preschool teacher. An immediate position is available for caring, enthusiastic, and responsible individuals to assist in the 3- to 5-year-old curriculum activities that promote the social, physical, and intellectual growth of preschool during the afternoon hours. The afternoon preschool teacher will be responsible for assisting in the care, hygiene, learning, developmental activities, supervision, and redirection of children in the classroom and in the playground areas.

### **RESPONSIBILITIES:**

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

### **DEFINITION**

The afternoon preschool teacher will act in direct support of St. Joachim Early Childhood Director and Morning Lead Teacher in executing the instructional program, general operations, and management of the assigned class or program during the afternoons. Responsibilities include, but are not limited to, the following:

### **Duties of this position include but are not limited to:**

- Assist in planning and implementing the daily program under the direction of the Director.
- Assume full leadership of the preschool extended care program in the afternoons.
- Be responsible for assisting with the religious education and prayer instruction that supports St. Joachim School faith formation program.
- Assist in planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Treat children with dignity and respect and protect their personal rights.
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take the risk.
- Ensure implementation of St. Joachim curriculum while providing care, guidance, and developmental experiences in accordance with St. Joachim guidelines and state licensing requirements.

- Supervise children, and may supervise support staff, in a safe environment as required by the Director and school needs.
- Supervise 12-18 children with the assistance of other staff per Title 22 requirements.
- Attend all staff meetings, in-services, and required school functions as required.
- Provide lunch/playground/carpool supervision as assigned.
- Provide necessary and effective parent communication.
- Be actively involved in the accreditation process of the school.
- Attend the following activities:
  - School Masses and assemblies
  - Christmas Program
  - Committee Meetings as requested
  - All other activities as designated by the school
- Complete record keeping accurately and in a timely manner.
- Adhere to a professional dress code as outlined in the Employee Handbook.
- Attend special subject classes and teacher development activities as required.
- Maintain a professional attitude and behavior with students, parents, and other staff members.
- Perform other duties as assigned by the Administration.

## **QUALIFICATIONS**

- Must have a high school diploma
- Must have completed at least:
  - Twelve (12) units in Early Childhood Education or Child Development at an accredited college is preferred.
- OR:
  - Six (6) units in Early Childhood Education or Child Development at an accredited college.
  - Continue taking early childhood courses until at least twelve (12) units are completed.
  - 2 years previous experience working in Early Childhood Education.
- Acquired skills in providing tender loving care and support to children.
- Skills and abilities to maintain friendly and successful communication with parents.
- Ability to establish successful teamwork with other teaching staff.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard classroom setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop,

bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

- Vision** See in the normal visual range with or without correction.
- Hearing:** Hear in the normal audio range with or without correction.
- Hours:** Ten-month, hourly non-exempt employee.  
Required to be on campus 12:30 pm –6:00 pm
- Reports to:** Director of Early Childhood Development

This is a part-time hourly non-exempt position. Hourly range starting at \$20 an hour up to \$25 an hour depending on ECE units and years of experience. Please send a cover letter, resume, and college transcripts to the Principal, Kelly Botto at [kbotto@saintjoachimschool.org](mailto:kbotto@saintjoachimschool.org)