



St. Francis of Assisi
CATHOLIC SCHOOL

POSITION OPENING: Early Childhood Assistant Teacher

St. Francis of Assisi Catholic School, a Preschool - 8th grade school in Yorba Linda, is seeking a dynamic, experienced, and faith-filled Early Childhood Assistant teacher who, as an effective educator, demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional growth, and creates a class environment that fosters learning and personal growth. This role emphasizes the importance of carrying out the physical demands of the job, which includes ensuring the safety and well-being of our students. This position will serve to support the school's mission and philosophy as a member of a vibrant Catholic school community. The position is for the 2024/2025 school year.

General Description of Duties

The duties of a preschool assistant teacher include interacting with children, helping children with the bathroom and assisting the lead teacher in all aspects of the classroom. They also evaluate the student's social development and physical well-being. Assistant teachers should be prepared to take on lead teacher roles when needed.

Responsibilities

- 10 month position with benefits.
- Follow the direction of Lead Teachers with regard to classroom management, discipline, activities, etc.
- In addition to attending to children's basic needs, the teacher's assistant helps organize activities and implementation of curriculum that stimulates children's physical, emotional, intellectual, and special growth.
- Completing specific tasks on a daily basis such as cleaning tables and nap mats, getting bags ready at the end of the day, etc.
- Treat all children with dignity and respect and follow the basic school discipline policy, taking the initiative to clearly communicate behavioral concerns to the lead teacher and director.
- Abide by a code of confidentiality in all discipline cases.
- Is responsible for an equal share of joint housekeeping responsibilities of the staff.
- Attend all staff meetings and training sessions and fulfill professional growth hours each year.
- Maintain current infant/child CPR and first-aid certification.
- Is supervised and observed during the school year by the lead teacher and director and given a formal evaluation.

Knowledge, Skills and Abilities

Knowledge

The Assistant Teacher must have proficient knowledge in the following areas:

- Child development and early education theories and practices
- Safe and appropriate activities for children
- School policies and procedures to ensure that children are supervised and safe at all times
- An understanding of cultural environment

Skills

The Assistant Teacher must demonstrate the following skills:

- Team building
- Supervisory
- Analytical and problem solving
- Decision making
- Effective verbal and listening
- Communication
- Stress management
- Time management
- Teaching

Personal Attributes

The Assistant Teacher must maintain **strict confidentiality** in performing the duties of a teacher. They must also demonstrate the following personal attributes:

- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment

Working Conditions

Physical Demands

Caring for children can be physically demanding. The Assistant Teacher may be lifting and carrying children and equipment (up to 50 lbs. or more), and must spend time sitting on the floor or child sized furniture.

The Assistant Teacher will be expected to clean and maintain equipment and facility. They may come in contact with children who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.

Environmental Conditions

The Assistant teacher will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the Assistant Teacher will have to supervise all children at all times.

Sensory Demands

The Assistant Teacher may experience smells associated with toileting, cleaning products and children who are ill. There may be times that the environment is noisy and busy.

Mental Demands

Caring for children can be stressful. The Assistant Teacher must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Assistant Teacher must be prepared to handle accidents and emergencies at any time.

Professional Qualifications

- First Aid/CPR Certified
- Cleared Criminal Records check
- Must be 18 years of age
- High School Diploma or GED
- Minimum of 12 ECE Units through accredited college

Salary: Appropriate hourly rate commensurate with experience and qualifications.