



St. Junipero Serra Catholic School  
23652 Antonio Parkway  
Rancho Santa Margarita, CA 92688

## Preschool Teacher

August 2024

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Position reports directly to the Preschool Director.

*It is a condition of employment that all employees conduct themselves in a manner that is compatible with and supportive of the teachings and mission of the Roman Catholic Church and the Diocese of Orange, including being respectful of the faith expressions of Catholicism.*

*Since the Teacher will be providing instruction on the subject of religion, it is preferable that Teacher be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.*

### Position Description

The Preschool Teacher is responsible for developing and implementing a program of activities that promote the academic, social, emotional and physical development of each child in accordance with the curriculum guide, resources and training provided by the Diocese of Orange and Community Care Licensing.

### Responsibilities

Responsibilities will include, but are not limited to, the following:

- Working with students in specific academic areas.
- Holding confidential all student information.
- Treating all children, parents, and staff with dignity and respect.
- Planning and implementing the daily program.
- Planning and preparing the learning environment, setting up interest centers, and preparing needed materials and supplies.
- Setting up and cleaning up classrooms at the beginning and end of the school year.
- Conduct Parent Teacher Conferencing as scheduled and as needed.
- Supervising the students in the classroom.
- Supervising the students during non-instructional times, i.e., before/after school, recess and lunch times as per supervision schedule.
- Helping with the general housekeeping tasks.
- Attending school and diocesan in-services as directed by Administration.
- Adhering to the policies and procedures of the Diocesan Employee Handbook and the Serra Catholic School Faculty and Staff Handbook.
- Maintaining professional attitudes and loyalty to the school at all times.

## **Qualifications**

Preferred candidates must demonstrate the following minimum qualifications:

- Twelve (12) units of early childhood education, including units in child development, child-family and community, and curriculum. **OR**
  - Child Development Associate Teacher Permit, Child Development Teacher Permit or Child Development Master Teacher Permit **OR**
  - Six (6) early childhood education units provided they are continuously enrolled in at least 2 units per semester until fully qualified **OR**
  - Child Development Assistant Permit provided they are continuously enrolled in at least 2 units until fully qualified.
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- Since the Teacher will be providing instruction on the subject of religion, it is preferable that the Teacher be a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
  - A high degree of discretion dealing with confidential information.
  - An ability and willingness to work independently and as a team.
  - A strong set of interpersonal, verbal communication and written communication skills with a history of working collaboratively with others.
  - A history of professional goal-setting, organization, implementation, and reflection.
  - A strong command of digital skills including use of *Microsoft Office* and *Google* applications.
  - A willingness to employ new technologies.
  - A flexible demeanor and willingness to adapt to school schedule changes, special events, and celebrations that help foster the school's mission of teaching to the whole child.
  - A perspective of Catholic education as a ministry, not just a job.

## **Pay Rate**

\$22.76/hour

## **Work Hours**

Monday – Friday, 7 AM to 3:15 PM

## **Position Status**

Position is a non-exempt/hourly, 10-month position. Position is eligible for healthcare benefits.