



ST. ANNE SCHOOL

JOB DESCRIPTION **ECDC/Daycare Associate Teacher**

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment
- Support the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensure the health, safety, and welfare of all students
- Hold in strict confidence all matters pertaining to the school
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and the Employee Handbook
- Attend faculty, departmental, and administrative meetings as needed

DEFINITION:

The ECDC/Daycare Associate Teacher will act in direct support of the ECDC and Daycare leadership in executing the instructional program, general operations, and management of the assigned class(es) or programs. Responsibilities include, but are not limited to, the following:

DUTIES:

- Assist in implementing the daily ECDC program under the direction of the teacher and/or Director of ECDC, including the school day and during daycare hours
- Be responsible for assisting with the religious education and prayer instruction that supports St. Anne School's faith formation program
- Assist in preparing and setting up the learning environment, including interest centers, materials, and supplies
- Assist the Pre-Kindergarten or Preschool lead teacher in maintaining the classroom, including a display of students' work, posted classroom guidelines, relevant bulletin boards, and a neat and orderly appearance
- Lead childcare program in lieu of teacher's absence
- Treat children with dignity and respect and protect their personal right
- Ensure a positive environment where each student is encouraged to reach his/her potential
- Provide care, guidance, and developmental experiences in accordance with St. Anne guidelines and state licensing requirements
- Supervise children in a safe environment as required by the Director and school needs
- Supervise up to 22 children with the assistance of other staff per Title 22 requirements
- Attend all staff meetings, inservices, and required school functions
- Provide lunch/playground/carpool supervision as assigned
- Be actively involved in the accreditation process of the School
- Assist with the preparation and maintenance of student assessments and portfolios in alignment with ECDC program
- Attend the following activities: All School Masses (PreK associate teachers only), Chapels (PS associate teachers only), and assemblies; Christmas Program; Committee Meetings as requested; and, all other activities as designated by the school

- Inform the homeroom teacher when social and academic problems arise
- 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 professional development activities as required
- Arrange for a substitute associate in the event of absence
- Maintain a professional attitude and behavior with students, parents, and other staff members

REQUIREMENTS:

- Minimum of 12 qualified units in Early Childhood Education (ECE) required

QUALIFICATIONS:

- Practicing Catholic preferred

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 a classroom setting; to stand or sit for prolonged periods of time; to occasionally 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 months, Salary Exempt employee, required to be on campus **8:30 am-4:30 pm (ECDC 8:30 am to 2:15 pm and Daycare 2:15 pm to 4:30 pm) Monday-Friday**

Reports to: Director of ECDC

This is a full-time, hourly, non-exempt position that includes full medical benefits and participation in a pension plan. The selected candidate will be placed on the ECDC Associate hourly pay scale. Up to seven years of prior experience at public and/or private institutions—or up to ten years if at a Catholic institution—will be recognized. The starting hourly rate ranges from \$20.50 to \$30.10, depending on qualifications and experience. This rate may increase over time based on years of service and educational attainment, with a potential maximum of \$33.88.