



## ST. ANNE SCHOOL

### **JOB DESCRIPTION**

#### **ECDC 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 Associate Teacher will act in direct support of the ECDC lead teacher and leadership in executing the instructional program, general operations, and management of the assigned class or program. Responsibilities include, but are not limited to, the following:

##### **DUTIES:**

- Assist in implementing the ECDC daily program under the direction of the lead teacher and/or Director
- Assist with the religious education and prayer instruction that supports the St. Anne School faith formation program
- Assist in preparing the learning environment, needed materials, and supplies and in setting up interest centers
- 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
- Assume full leadership of childcare program in the lead teacher's absence
- 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
- 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 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 7:30 am – 4:15 pm Mondays and Tuesdays, and  
7:30 am – 3:30 pm Wednesday thru Friday

**Reports to:** Director of ECDC

This is a full-time, hourly, non-exempt position with a starting rate of \$20.50–\$30.10 per hour, depending on education and years of experience. The selected candidate will be placed on the ECDC Associate hourly pay scale. Up to seven (7) years of prior experience at public and/or private institutions—or up to ten (10) years at a Catholic institution—will be recognized. Based on qualifications and experience, the hourly rate may range up to \$30.10, with potential increases over time based on years of service and educational attainment, up to a maximum of \$33.88 per hour. This role includes full medical benefits and participation in a pension plan. Application Requirements: Please submit a cover letter, resume, and college transcripts to: Director of Human Resources Melissa Vergara