ST. ANNE SCHOOL

JOB DESCRIPTION

ECDC Preschool Teacher

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
- Ensures 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, departmental, and administrative meetings as needed

DEFINITION:

The ECDC Preschool Teacher will be responsible for the instructional program, general operations, and management of the assigned classes or programming within the ECDC Preschool. Responsibilities as the lead teacher include, but are not limited to, the following:

DUTIES:

- Ensure implementation of the School's Preschool curriculum while providing care, guidance, and developmental experiences in accordance with St. Anne guidelines and state licensing requirements
- Plan, implement, and supervise the Preschool educational program in accordance with the goals, policies, procedures, philosophy, and curriculum of the School
- Provide Preschool instruction guided by Gospel values and in keeping with Roman Catholic tradition
- Deliver prayer instruction that supports St. Anne School's faith formation program
- Ensure the Preschool program meets the needs of the individual student
- Treat each student with dignity and respect
- Ensure a positive environment where each student is encouraged to reach his/her potential and to take risks
- Be responsible for the appearance of the classroom, including the display of students' work, classroom guidelines, bulletin boards, and a clean, neat and orderly appearance
- Attend all staff meetings, inservices, and required school functions
- Provide lunch/playground/carpool supervision as assigned
- Provide necessary and effective parent communication, including Parent/Student conferences
- Prepare and maintain student assessments and portfolios in alignment with ECDC program
- Be actively involved in the accreditation process of the School

- Attend the following activities: All ECDC Chapels, Christmas program, committee meetings when requested, and all other activities as designated by the School
- Complete record keeping accurately and in a timely manner, including student portfolios
- Establish and work on yearly professional goals
- 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
- Adhere to a professional dress code as outlined in the Employee Handbook
- Attend professional development workshops and inservices as required
- Arrange for a substitute teacher and provide lesson plans in 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
- A minimum of two years of teaching experience 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 7:30 am–4:15 pm Mondays and Tuesdays, and 7:30 am-3:30 pm Wednesday through Friday

Reports to: Director of ECDC

This is a full-time exempt position that includes full medical benefits and participation in a pension plan. The selected candidate will be placed on the ECDC teacher salary scale. A maximum of seven years of prior teaching experience at public and/or private institutions or up to ten years if at a Catholic institution will be recognized. Accordingly, the starting salary range is $53,300 to $79,000, depending on qualifications and experience. Salary may increase over time based on years of service and educational attainment, with a potential maximum of $92,000.