



BLESSED SACRAMENT SCHOOL

Westminster, CA

PRESCHOOL TEACHER

Blessed Sacrament School is a Preschool through Eighth Grade Catholic school dedicated to providing an excellent Catholic education rooted in faith, academic excellence, and service. The Preschool Teacher is responsible for creating and maintaining a safe, nurturing, and faith-filled learning environment that supports the spiritual, social, emotional, physical, and academic development of young children. The Preschool Teacher implements developmentally appropriate curriculum, fosters positive relationships with families, and supports the mission and values of Catholic education.

Primary Responsibilities

Classroom Instruction and Student Development

- Plan and implement engaging, developmentally appropriate lessons and activities that support the growth and learning of preschool-aged children.
- Create a safe, welcoming, and nurturing classroom environment that promotes curiosity, creativity, independence, and positive social interactions.
- Support the spiritual, social, emotional, cognitive, and physical development of each child.
- Differentiate instruction and learning experiences to meet the diverse needs of students.
- Maintain classroom routines and procedures that foster a positive and productive learning environment.
- Utilize positive behavior management strategies that promote self-regulation, responsibility, and respect for others.
- Supervise children at all times, ensuring their safety and well-being.

Assessment and Documentation

- Observe and assess student development and progress on an ongoing basis.
- Maintain accurate records of student growth, developmental milestones, and required assessments.
- Prepare progress reports and documentation in accordance with school and licensing requirements.
- Identify student needs and collaborate with administration and families regarding appropriate support strategies.

Family Engagement and Communication

- Foster positive and professional relationships with parents and guardians.
- Communicate regularly with families regarding student development, classroom activities, and important program information.
- Conduct parent-teacher conferences and participate in family meetings as needed.
- Address parent questions and concerns in a respectful, timely, and professional manner.
- Encourage family participation in classroom and school activities.

Catholic Identity

- Support and promote the Catholic mission and philosophy of Blessed Sacrament School.
- Integrate Catholic values and teachings into daily classroom activities and interactions.
- Lead students in daily prayer and age-appropriate faith formation experiences.
- Participate in school liturgies, prayer services, and religious celebrations.
- Model professional conduct consistent with the teachings and values of the Catholic Church.

Classroom Management and Environment

- Maintain a clean, organized, attractive, and developmentally appropriate classroom environment.

- Ensure classroom materials, equipment, and learning centers are safe, functional, and engaging.
- Maintain compliance with all health, safety, sanitation, and licensing requirements.
- Assist with maintaining classroom inventories and requesting supplies as needed.
- Collaborate with teacher aides and support staff to ensure effective classroom operations.

Collaboration and Professional Responsibilities

- Work collaboratively with fellow teachers, aides, and school administration.
- Participate in staff meetings, professional development opportunities, and required training.
- Maintain confidentiality regarding students, families, and school matters.
- Support school-wide programs, events, and activities.
- Perform other duties as assigned by the Principal and/or Early Childhood Director.

Qualifications

- Meet all qualifications required by the California Department of Social Services Community Care Licensing Division for a Preschool Teacher.
- Minimum of 12 semester units in Early Childhood Education or Child Development, including:
 - Child Growth and Development
 - Child, Family, and Community
 - Curriculum
- Current pediatric CPR and First Aid certification or ability to obtain certification upon hire.
- Prior preschool teaching experience preferred.
- Practicing Catholic preferred; commitment to supporting the mission and values of Catholic education required.
- Demonstrated commitment to Catholic education and the mission of the Church.
- Strong classroom management, communication, and interpersonal skills.
- Ability to work effectively with young children, families, colleagues, and administration.

- Strong organizational skills and attention to detail.

Position Information

- Part-Time Position, Non-Exempt
- Reports Directly to the Early Childhood Director and/or Assistant Director
- Employment classification and compensation are determined in accordance with Diocese of Orange policies and applicable state and federal regulations.

Salary

\$20–\$26 per hour, commensurate with education and experience in accordance with Diocese of Orange guidelines.