

FLSA Status: Exempt, Salaried
Salary: Minimum wage and up based on DETA agreement
Schedule: Mon-Fri, 7:15 am – 2:30 pm



Employee Job Description

Job Title: Pre K3 Teacher
Department: St. Gregory the Great School
Reports to: TOSA Early Childhood
Position: FT__x____PT_____

Primary Functions: The primary responsibility of the Pre-K 3 Teacher is to have a commitment to fostering the spiritual, academic, and social development of young children within a faith-based learning environment. The ideal candidate will possess a strong understanding of early childhood education, create a nurturing classroom community, and integrate Catholic values and teachings into daily instruction.

Essential Core Qualities:

- Demonstrates a strong commitment to the Catholic faith and is able to integrate faith-based teachings into the curriculum.
- Ability to plan, prepare, and deliver age-appropriate lessons and activities that align with the school's curriculum and standards.
- Effective classroom management skills that support positive behaviors.
- Character traits necessary to teach young children - enthusiasm, warmth, compassion and dedication.
- Ability to differentiate instruction and believe in an inclusive learning environment.
- Strong verbal and written communication and teaming skills.
- Technology skills for student management tasks and instruction.
- Role model and lifelong learner.

Responsibilities:

- Plan, prepare, and deliver age-appropriate lessons and activities that align with the school's curriculum and standards.
- Using creative, hands-on methods of learning, such as artistic expression, free play, and storytelling.
- Establish routines and provide positive guidance to ensure a safe and secure classroom environment.
- Implement effective classroom management techniques to support positive behavior.
- Supervising children outside of class time, such as during lunch, out on the playground, or on field trips.
- Making sure that the classroom is clean, safe, and well-organized.
- Setting up the materials and workspaces required for class activities.
- Assess student progress and provide regular feedback to students and parents.

- Clearly and effectively communicate in a manner that children understand.
- Develop positive relationships and communicate effectively with parents.
- Phone calls and/or emails must be returned to a parent within 24-48 hours.
- Participate in on-going professional development opportunities.
- Attend staff meetings, school events, and other required activities.
- Other Duties as Assigned

Supervises: Students in class

Qualifications: The Pre K3 Teacher will be thoroughly committed to St. Gregory the Great School's mission and vision. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for students. Basic understanding and acceptance of Catholic School philosophy, understanding of child development and skills necessary to relate to students, appropriate control and discipline techniques.

Education: Masters Degree or Bachelor's Degree, Early Childhood Education is preferred but not required.

Experience: 2-4 years experience teaching in the certified area of certification.

Special Skills: Ability to work effectively with staff, parents, and Parish community members. Experience with conflict resolution and/or crisis management. Technology education such as but not limited to SMART Board, Boxlights, iPad, Chromebook, and Google classroom.

Ergonomic Requirements: The functions of this position usually performed are standing, and sitting, standard lifting, walking, carrying and other movements. Tasks involving working on a computer keyboard, involved extensive wrist and hand movement. All individuals in this position are required to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.