

ST. ELIZABETH EARLY CHILDHOOD DEVELOPMENT CENTER
PRESCHOOL TEACHER JOB POSTING

posting date 7/7/21

St. Elizabeth Early Childhood Development Center is looking for a part time preschool teacher working 8:30am-2:00pm on Tuesdays, Wednesdays & Thursdays with occasional extra hours for meetings/trainings. This position begins mid-August 2021. The program year for staff is mid-August through mid-May.

To apply, please email your resume, cover letter & list of references to:
kim.perales@stelizabethpf.org 512-251-9805 www.stelizabethcdc.com

Purpose:

To provide a warm, nurturing, safe and loving environment where self-concepts are enhanced, independence is encouraged and individuality is respected.

Key Responsibilities:

- Tend to all of the children's needs that are in their care as well as in the program
- Prepare lesson plans
- Maintain a clean room and assist with needs of the program
- Assist with the needs of the program to ensure it runs properly, this may include, but is not limited to:
 - Assist in offering a program that meets the emotional, physical, intellectual, social and spiritual needs of both the individual and the group in accordance with the policies and philosophies of the program
 - Interact with the children and encourage involvement in learning activities
 - Prepare a warm, safe, orderly, clean and appealing environment in which children can grow, explore and learn
 - Plan daily lessons – submit monthly plans to curriculum coordinator and to administration
 - Incorporate religion daily
 - Incorporate music and movement daily
 - Establish and maintain good communications with parents both verbally and written, which includes emailing with updates and photos weekly or as required
 - Observe, record and report significant individual & group behavior
 - Use appropriate, consistent and positive discipline
 - Attend staff meetings and other required meetings
 - Care for the parish/program property and report necessary maintenance repairs
 - Keep toys and equipment clean and in good condition
 - Maintain a clean, neat room including cabinets and closets at all times. This may include daily sweeping, vacuuming, and taking out trash.
 - Maintain common closets/storage areas clean and organized
 - Acquire 24 training hours annually
 - Maintain CPR/First Aid certification

- Maintain Ethics and Integrity (Protecting God's Children) certificate from the Diocese
- Comply with Parish and Program Employee Handbook, guidelines of the Texas Department of Family and Protective Services Minimum Standards
- Other duties as assigned

Reporting Relationships:

- Reports to Director all matters regarding staff, children & parents of the program

Requirements:

- Must have a High School Diploma or GED
- Must be at least 18 years of age
- Ability to perform key responsibilities listed in this job description
- Ability to relate to children joyfully and sensitively
- Evidence of emotional maturity and stability
- Evidence of sufficient security and judgments to handle crisis
- Understands Developmentally Appropriate Practices for the age of children in care
- Communicates effectively and clearly (verbal and written) with parents, staff and administrators
- Demonstrates sound judgment when planning for children's safety and health
- Presents a good model to children of language use, both verbal and written
- Responds to and interacts with children in their play environments and at the child's eye level
- Helps children with toileting or diapering needs. May involve lifting children up to 40 pounds.
- Utilizes time well and is organized
- Accepts and respects differences in children and parents
- Exhibits flexibility and a sense of humor
- Understands and shows respect for confidentiality of children, parents and other staff