

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** St. Mel School

**POSITION:** Preschool Teacher (9 ECE Units)

**CATEGORY:** Non-Exempt- Hourly

**POSITION STATUS:** Part Time

**SUPERVISOR:** Preschool Director & Principal

**JOB SUMMARY:** The preschool teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher is accountable to the preschool director and principal and is expected to provide education to the classes and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of St. Mel School and adhere to the directives set by the school administration.

**ESSENTIAL FUNCTIONS:** The preschool teacher establishes a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment.

### **General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento leads daily prayer
- Maintains effective classroom management and cultivates an atmosphere conducive to learning.
- Confers with preschool director and staff in the planning and development of curriculum and pedagogy.
- Actively participates in teacher collaboration and articulation.
- Plans instruction carefully and implements content effectively.
- Organizes and prepares resources for students.
- Assist with the development of the monthly newsletter and collaborates with preschool director and Lead teacher.
- Incorporates technology into the learning environment within the classroom.
- Assist in the development of the weekly lesson plans and collaborates with the Lead Teacher.
- Implements and organizes the weekly outdoor lesson plans and collaborates with the Lead Teacher and Preschool Director
- Exhibits flexibility in the day-to-day school environment.
- Communicates professionally and in a timely manner with the pastor, principal, preschool director, Lead teacher, colleagues, parents, and students.
- Supervises and accepts responsibility for the safety and well-being of each child as assigned.
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy.
- Completes background checks, Safe Environment Training, and provides proof of a negative TB test prior to employment.
- Completes all requirements with Childcare Licensing through the State of California
- Performs additional duties as requested by the preschool director, Lead teacher and principal.
- Participates in ongoing evaluation for accreditation for St. Mel School.

**Record Keeping Responsibilities:**

- Maintains assessment records and communicates information to parents as needed.
- Prepares Assessment and conducts them at the beginning of the year, mid-year, and end of the year.
- Records daily attendance of students by making sure students are signed in and out through the Bright wheel application.
- Assist Preschool Director and Lead teacher in obtaining Signatures for the weekly Bright wheel signature ledgers for Licensing.
- Communicates daily using the Bright wheel application with parents.
- Establishes a daily routine of uploading student pictures on the Bright wheel application
- Completes Weekly lesson plans and submits them to the Preschool Director for approval in a timely manner.
- Completes all required forms and reports as designated by the administration.

**Meeting Responsibilities:**

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, as well as all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the preschool director, principal and the Catholic School Department

**Other Responsibilities as designated by the preschool director/principal:**

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**MINIMUM QUALIFICATIONS:****Education:**

- A teacher shall have completed with passing grades at least nine postsecondary semester units of specified early childhood education classes or have a valid Child Development Assistant permit issued by the California Commission on Teacher Credentialing. A teacher hired with nine units must complete at least two additional units each semester until fully qualified.
- A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college and six months of work experience in a licensed Child Care Center or similar program. The units specified shall include courses covering child growth and development; child, family, and community; and program/curriculum.

**Experience:** 1-2 years of instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. Mel School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Mel School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities.
- Complies with guidelines established for the bloodborne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills.
- Displays proficiency in Microsoft Word, Excel, Google Docs and computerized software.
- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum.

- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics.
- Demonstrates excellent knowledge of the Department of Social Services- Licensing Division with the rules and regulations.
- Displays knowledge and understanding of a play-based program in the preschool.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE