



Job Title: Pre-School Teacher

Written/Revised: 04/23/2019

School: St. Francis de Sales

FLSA Code: Exempt (Salary)

Responsible to: Director

Pay Range: \$18,500 per year

I. JOB SUMMARY

The Pre-School Teacher is responsible for the academic, social-emotional growth and development of all children in their care, which may include toddlers and/or preschool age children; develops partnerships with birth parents/child's caregivers to engage and encourage parent participation in program. The position is expected to use personal judgment in carrying out routine duties and responsibilities.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Develops weekly plans and implements age appropriate curriculum (lesson plan) to nurture and stimulate all domains of children's development in their care.
2. Provides a developmentally appropriate classroom environment that reflects the children's learning and growth.
3. Performs on-going developmental evaluations of children as required by funding sources and develop lesson plans and follow curriculum implementation that addresses the individual needs of each child.
4. On an on-going basis, plans, evaluates and improves the physical environment in the classroom to create opportunities to meet the changing needs of the developing child.
5. Prepares developmental progress reports as needed.
6. Exchanges information and serves as a member of a multi-disciplinary intervention/prevention team.
7. Maintains ongoing, open communication with parents/caregivers.
8. Plans 2 parent conferences per year to discuss children's developmental progress, needs and interests.
9. Maintains accurate, complete and timely client and agency records including emergency forms, curriculum plans, individual child development profile and other records as needed; completes daily meal and attendance records.
10. Completes and reports any symptoms of child abuse to the Director.
11. Participates in ongoing in-service and educational development opportunities including evaluation of goals and objectives.
12. In accordance with our "team" philosophy, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this job description.
13. Must believe in and act in accordance with both the school's and the program's mission statements
14. Regular attendance and punctuality is essential for this job. Must be willing to stay late, attend meetings outside of school hours, be available for open houses, or come in early as necessary.

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Performs necessary clerical tasks, communication and interface.

4. Provides support in keeping a current inventory, including all supplies and equipment, and ordering supplies in advance to avoid unnecessary shortages.
5. Ensures that all classroom equipment is operational.
6. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: BA Degree with Child Development or Early Childhood Education is preferred.

Experience: A minimum of three to five years of prior experience in a classroom setting or working in a preschool program is required; computer experience is preferred. Certification in current workshops as required by Ohio Department of Education including but not limited to first aid, CPR, child abuse recognition, and communicable diseases.

Job Related Skills: Ability to communicate effectively and the understanding of the Catholic perspective; ability to multi-task and establish priorities; high level of integrity and professionalism; capacity to maintain peaceful and cooperative working relationships with all school and pre-school personnel; ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines; organizational skills; excellent communication skills.

Additional Job Related Skills:

1. Early Child Development knowledge and experience.
2. Knowledge in Desired Results, Developmental Appropriate Practices.
3. Knowledge of State Subsidized Program Requirements for Center Programs.
4. Good communication, problem solving, and priority setting skills as well as maintaining an overall positive and professional attitude /disposition.
5. Ability to use the computer to input developmental data.
6. Ability to effectively plan, organize and implement educational activities.
7. Ability to make decisions on behalf of children and protect their well-being.
8. Must be able to manage confidential information.
9. Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
10. All employees, regardless of position, serve as role models for children and adolescents who are served by our agency. Therefore, each employee must at all times be emotionally stable and able to function effectively with children, adolescents and adults who may have mental or behavioral health problems. The staff must be able to demonstrate appropriate daily behavior, appropriate expression of emotions, as well as appropriate role modeling. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, parents, and other visitors to the school.

Mathematical Skills: Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to use U.S. standards of currency and measurement.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information highly confidential.

V. PHYSICAL STRENGTH DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Frequently walks, uses hands to finger, handle or feel objects, tools, or controls, and talks or hears.
- Often required to stand and sit; reach with hands and arms; and stoop, kneel, crouch, bend, squat or crawl.
- Ability to lift and carry up to 25 pounds and in case of emergency a 40 pound child.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- May occasionally be required to drive a motor vehicle.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic Institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publically espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publically supporting abortion rights; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publically supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is on line at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with a “√” are the physical and mental job requirements that are **essential** for this position.

Physical

- √ Standing
- √ Walking
- √ Sitting
- √ Lifting
- √ Carrying
- √ Pushing
- √ Pulling
- √ Climbing
 - √ Stairs
 - Ladders
 - Scaffoldings
 - √ Ramps
 - Poles
 - In-Out/Vehicles, Equipment, Machinery
- √ Stooping
- √ Kneeling
- √ Crouching
- √ Crawling
- √ Reaching
- Running
- √ Head and Neck Movement
- √ Movement Across Mid-line

Coordination

- √ Balancing
- √ Handling
- √ Controls (buttons, knobs, pedals, levers, cranks)
- √ Grasp
- √ Finger Dexterity
- √ Manual Dexterity
- √ Motor Coordination
- Driving

Mental

- √ Alertness
- √ Precision
- √ Ingenuity
- √ Problem Solving
- √ Analytic Ability
- √ Memory
- √ Creativity
- √ Concentration

Date

Interpersonal

- √ Talking
- √ Persuasiveness
- √ Speaking Ability
- √ Handling People
- √ Judgment
- Bilingual
- √ Imagination
- √ Initiative
- √ Patience

Perception

- √ Feeling
- √ Seeing
- √ Hearing
- √ Form Perception
- √ Clerical Perception
- √ Auditory (hearing) Discrimination
- √ Tactile (touch) Discrimination
- √ Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Director’s Signature