



PART-TIME POSITION AVAILABLE

St. Lucy Child Development Center of Catholic Charities Teacher

The Diocese of Houma-Thibodaux is currently seeking a part-time **teacher** for the **St. Lucy Child Development Center of Catholic Charities**. The mission of St. Lucy Child Development Center is to provide a developmentally appropriate, affordable, early childhood educational experience for children from 1-year-old to 5-years-old. St. Lucy Child Development Center promotes self confidence, self esteem and self discipline in a Class A licensed program. St. Lucy CDC is the only Louisiana Quality Start 4 Star child care center in Terrebonne Parish and has the most affordable tuition at \$105 per week.

St. Lucy Child Development Center Teachers are responsible for preparing, organizing and teaching required lesson plans and daily schedules. Teachers are also responsible to engage children and maintain classroom order.

THE TEACHER WILL:

- Be on time and in place of responsibility.
- Keep children's diapers and clothes dry and clean.
- Maintain a neat, orderly classroom; change bulletin board monthly; keep pictures/ illustrations/decorations on walls neat; keep track of classroom inventory.
- Maintain a positive, warm and respectful relationship between child and teacher.
- Remain attentive and alert to the needs of the children. Actively supervise children at all times.
- Be relaxed and patient.
- Plan interesting activities appropriate for the child's age and needs in keeping with the approved curriculum. Post the lesson plans in the classroom. Prepare lesson plans - turn lesson plans in to Director each week. Lesson plans should match daily schedule.
- Input data into Teaching Strategies on all CCAP children daily. Make weekly anecdotal notes on all children.
- Complete checkpoints in TSGold by dates set by Department of Education.
- Give the children materials that will help them develop academically and socially.
- Prepare children a few minutes ahead of time for changes in activities.
- Plan a balance between active and quiet activities.
- Keep parents informed through notes. Send home children's work at least once a week.
- Keep a positive, respectful attitude toward the center, other staff, parents and children.
- Clean and disinfect mats, cots and toys weekly.
- Clean and sanitize toys and tables daily and as needed.
- Clean and disinfect changing tables after each diaper change. Clean and disinfect changing table mat and underneath as needed.(if applicable)
- Prepare bleach and water and soap and water bottles.
- Arrive for work on time, clock in on time clock and paper, and wash your hands and make sure your class is prepared for the day. Call in advance if you cannot be at work.
- If you are on the early shift make sure all gates are open and sign off on the Morning Arrival form
- Ensure the cleanliness and comfort of the children.
- Make sure all children are signed in and out by parents/guardians.

- Feed children in room and clean up. Assist children as needed with meal time as needed.
- Continue to monitor for dryness and comfort of children.
- Follow daily curriculum as posted.
- Do daily health observations on each child.
- Complete daily roster.
- Clock out only if the children are all gone or other on duty staff is present and the building is secured and utilities turned off or a supervisor is present and gives the OK.
- Comply with all licensing regulations as set forth by the department of education, board of health, etc.
- Complete accident/incidents reports as things occur.
- Carry out other duties assigned by the Director.

THE CANDIDATE SHALL POSSESS:

- Minimum education of high school diploma.
- Maintain a high level of confidentiality at all times
- Prior experience in a daycare, Head Start, or school
- Must attain an Ancillary Certificate and CDA within 24 months after hire if not already certified.

Applications

For consideration, please submit a cover letter and a resume to hr@htdiocese.org.

Applications are now being accepted until position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*

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