



Early Childhood Teacher

Come to join our growing team! We are expanding our classrooms and looking for an experienced and enthusiastic Early Childhood Teacher. An Associate's Degree or BS in Early Childhood is preferred.

Reports To: Principal Linda Pahl send resume and cover letter to lpahl@borgiagradeschool.org by May 22nd.

Salary Grade TBD: \$10-\$12 per hour for non-certified; per scale-certified in Early Childhood Education

Calendar: 9-Month Position

POSITION SUMMARY

We are currently looking for friendly and competent Teacher/ Assistant to join our team. If you are a compassionate and self-motivated individual with a specific interest in education, we urge you to apply! In this position, you will be responsible for supervising students, working with small groups, preparing lesson material, and maintaining classroom tidiness.

The successful candidate must enjoy working with children and be devoted to building a nurturing and safe learning environment. To excel in this role, you must demonstrate excellent written and verbal communication skills, as well as in-depth knowledge of classroom activities and teaching methods.

RESPONSIBILITIES

- Work with the team to create and monitor the class schedule.
- Assist the team with lesson preparation by getting materials ready and setting up equipment.
- Revise lesson material with students individually or in small groups.
- Ensure the classroom environment is safe and clean.
- Supervisory duties
- Oversee students during non-classroom times including in-between classes, during lunch, and on field excursions.
- Implement Early Learning standards, as developmentally appropriate.
- Assess student learning, document and communicate to parents.
- Collaborate with the team to recognize issues students are facing and recommend solutions.
- Document student progress and communicate with parents to keep them informed.
- Comply with state, school, and class rules and regulations.
- Attend all training classes, parent conferences, and faculty meetings.

REQUIREMENTS

- High school diploma or equivalent qualification.
- Associate or Bachelor's degree in Education or relevant field is preferred.
- A minimum of 2 years' experience as a teaching /assistant or similar role is preferred.
- Solid understanding of classroom activities and teaching best practices.
- Must have a compassionate and positive attitude.
- Excellent written and verbal communication skills.
- Outstanding interpersonal and presentation abilities.
- Practicing Catholic is preferred.

SCHOOL EXPECTATIONS

All employees are expected to adhere to the policies and regulations of St. Francis Borgia Grade school. Information regarding policies, and procedures of St. Francis Borgia Grade School, are available upon request.

PHYSICAL, MENTAL, AND VISUAL DEMANDS

The candidate should be able to move in and around the classrooms, building, and campus locations. The candidate may be required to lift up to 50lbs. and maintain consistent attendance. General functioning, such as the ability to maintain confidentiality, communicate clearly both orally and in writing, utilize school resources, are required to fulfill the essential job duties.

ENVIRONMENTAL CONDITIONS

Typical school conditions. Some work may require being outside our facilities. The school environment can be noisy and active while performing essential duties.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. The work conditions and environment described is representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. St. Francis Borgia Grade School is an equal opportunity employer.