

St. Joan of Arc Para Educator Job Description (Infant, Toddler, Preschool)

Are you looking to make a difference in the lives of children and join a winning team? We are one of the best early childhood programs in Indianapolis and are looking to hire only the best! We are looking for talented, energetic, positive, honest, and fun people to join our team! We are seeking patient, loving individuals who enjoy working with Infants, Toddlers or Preschoolers by planning stimulating and engaging activities for young children.

Our early learning center builds the solid spiritual and academic foundation children need for future success. In our school, classes are led by dedicated, caring teachers who value open communication with families. Aligned with the Indiana Early Learning Development Framework, our center offers the perfect balance of learning and play, combining structures learning experiences with play activities designed for each developmental stage. If you value a career in an educational community of extraordinary professionals, join ours!

We are currently looking for a caring and energetic Infant/Toddler/Preschool Teachers to join our team. If you have a passion for working with children, are dedicated to providing the best education and care to your students, work collaboratively, and want to learn and grow, we want you to be a part of our team.

Essential Duties and Responsibilities:

- Support the Lead Teacher to create, manage and participate in a variety of learning environments and activities that provide opportunities for students to develop to their fullest potential and achieve their learning objectives.
- Maintain a healthy and safe environment exceeding compliance with accreditation guidelines.
- Communicate positively with students, families and staff.
- Participate collaboratively and professionally with other teachers and staff to promote the general well-being of the school and collective interest of its staff and student body.
- Must possess excellent organizational and communication skills, as well as the philosophy that all children can and will learn.
- Instruct students in Christian principles, citizenship, basic communication skills and other developmentally appropriate areas.
- Reflect on personal effectiveness in the classroom and school setting and use self-analysis to promote personal growth and well-being.
- Support the Lead Teacher to create an effective environment for learning inside and outside the classroom for learning through attractive bulletin boards, displays, and interest centers.
- Follow and maintain Diocese policies, rules and regulations.

Preferred Experience and Skills:

- Support multi-cultural, racial, gender and economic diversity
- Ability to work in an inclusive environment
- Ability to communicate effectively with a variety of audiences
- Use interdisciplinary curriculum to provide appropriate and motivating educational experiences

Certificates, Licenses, Registrations: Must hold a valid Child Development Associate (CDA) or minimum of 60 credit hours toward bachelor's degree or ability to obtain license within one year of date of hire.

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

While performing the duties of this job, the employee is regularly required to sit and use hands to find, handle, or feel. The employee frequently is required to talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The employee must possess the ability to move quickly to provide for the safety and well-being of children from 3 months old to age 5.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and humid conditions and outside weather conditions, The noise level in the work environment is usually moderate.

Disclaimer: The above job description is designed to denote the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications of employees assigned to this job.