

Archangel Gabriel Parish

JOB DESCRIPTION

Position Title:	Teacher-Caretaker
Reports to:	Childcare Center Director
Direct Reports:	Parent Volunteers
FLSA:	Full Time and Part Time positions available
Salary:	Commensurate with experience

Responsibilities and Tasks

- Ensure that all children are safe and supervised at all times.
- Provide age-appropriate experiences and activities for children, including storytelling, games, and songs.
- Encourage children to interact with each other and resolve occasional arguments.
- Provide children and their families with developmentally appropriate Catholic programming, aligned with the parish's mission to make disciples for Jesus.
- Organize nap and snack times.
- Communicate with parents regularly.
- Collaborate with other staff.
- Maintain a clean and tidy classroom consistent with health and safety standards.
- Encourage and assist families to become more involved in the life of Archangel Gabriel Parish.
- Support the mission of the parish and the Church as articulated by ecclesiastical authorities.
- Other duties as assigned.

Competencies and Skills

1. Personal Competencies:
 - a. The Teacher-Caretaker shall have demonstrated a fidelity to the faith and tradition of the universal Church and shall manifest the intention to adhere in future work to the faith, tradition, and discipline of the universal Church, the local diocesan Church and the parish.
 - b. The Teacher-Caretaker shall have the good physical and psychological health commensurate with the responsibilities of the position and shall possess personal qualities that exhibit a prayerful spirit, maturity (both personal and spiritual), flexibility, initiative, and strong interpersonal skills.

Safe Environment

1. The Teacher-Caretaker will sustain compliance with the Safe Environment requirements of the Diocese of Pittsburgh for all staff and volunteers.
2. A signed copy of the Cardinal's Clause must be kept on file for the Teacher-Caretaker.

Date of review: _____

Signature of employee: _____

Signature of pastor or delegate: _____