****St. John Neumann Catholic Church**

**5455 Bee Cave Rd., Austin, Texas 78746**

**Preschool Teacher**

**Classification: Part Time or Full Time, Non-Exempt**

**Reviewed: 5/2022**

**Catholic Required: Preferred**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity at St. John Neumann Catholic Church, which the Bishop has entrusted to him. He makes Christ’s mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Neumann Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary**

A Preschool Teacher can either be a part-time or full-time non-exempt position. The person in this role must possess a strong desire to work with young children. Teachers are strong servant leaders who have the ability to work creatively in a fast-paced environment. Teachers report directly to the Director of Preschool. The objectives for each preschool teacher is to…

* Instruct children and take advantage of the teachable moments that happen every day by fostering the intellectual, creative, social, emotional, and physical growth and development of children to inspire a lifelong commitment to learning
* Provide a stimulating, encouraging and developmentally appropriate play-based learning environment
* Provide a loving, safe, and spiritual environment of belonging, self-worth, and self-confidence
* Develop partnerships with parents and other caregivers
* Demonstrate God’s love through play, stories, and problem solving

**Essential Duties**

* As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life
* Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
* Participate in staff functions; may include religious ceremonies, training sessions, and other activities
* Plan and implement the daily curriculum program (ie. lesson plans)
* Supervise children; help them to think creatively, solve problems independently, respect themselves and others
* Spark imagination, build self-esteem, and help children discover new things each day
* Relate to children, parents, visitors and other staff members with courtesy, patience, and enthusiasm
* Advise the Director of any problems that arise with a child. Discuss the problem with the parent
* Keep Director apprised of all communications with parents and/or copy Director on any emails
* Maintain daily child attendance and accountability of children at all times
* Work cooperatively with other teachers and Assistant teachers
* Cooperate with Religious Education or other church staff sharing room/space
* Positively communicate needs and expectations with staff
* Attend regular meetings with Preschool Director
* Attend annual in-service compliance training (ie. continuing education)
* Participate in emergency drills (ie. Fire and other emergencies)
* Meet with parents to discuss child’s growth and development
* Maintain a clean, orderly classroom and school
* Ensure a safe environment to support creative learning
* Decorate the classroom and bulletin boards
* Assist with child bathroom and/or diapering needs as age appropriate

**Knowledge, Skills, and Abilities**

* Knowledge of the structure and basic teachings of the Roman Catholic Church
* Knowledge of relevant laws, regulations, policies, and procedures
* Ability to work independently with little direction
* Maintain confidentiality of private and personal information

**Minimum Qualifications**

*Education and Training:*

* Minimum 19 years of age w/ High School diploma or GED equivalent

*Experience:*

* Must have Pre-K through age 4 experience
* 2-year previous experience working in a licensed childcare center

Catholic Requirement:

* A practicing Roman Catholic in good standing: Recommended Highly Recommended Required

*Licenses/Certifications:*

* CPR and First Aid certifications
* Courses in ECE preferred
* CDA preferred
* Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies through the employment period

**Working Conditions**

* All employees of the parish are engaged in ministry and closely tied to the pastor in the exercise of his ministry and obligations to the church
* The parish is an at-will employer
* All buildings and vehicles owned by the parish are tobacco-free
* Working in a fast-paced environment with priorities and plans that may change rapidly
* Light lifting and moving items; must be able to push, lift, and carry 40 pounds
* Must be able to comfortably bend down and actively play with children outside or in the classroom
* Exposure to religious ceremonies, and speech including Catholic Christian prayer and liturgical celebrations
* Will be required to adhere to established dress codes and conduct standards

**Approval:**

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Chief Operations Officer Date