



St. William Early Childhood Development Center Ministry

Classification: Part-Time

Catholic Required: Yes

Reviewed Date: 3/27/2023

Reports: Director of ECDC

Ministerial Character

As beloved sons and daughters of God, we, the parish of Saint William, are called to proclaim, by word and deed, the Gospel of Jesus Christ, crucified and risen. By the guidance of the Holy Spirit and the grace of the Sacraments, we endeavor to lead all souls to heaven by fostering spiritual healing and equipping all people for the work of ministry.

Positions employed at Saint William 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 performing his ministry, thereby engaging in ministry for the Church.

Early Childhood Education Teachers and Staff

St. William Early Childhood Development Center is building a dedicated team of teachers and staff to provide a Christ-centered, nurturing, safe and loving environment for young children where each child's uniqueness and developmental stages are enhanced, where learning independence is encouraged, and each child is respected and loved as a beloved child of God.

Job Summary

Teachers and staff at St. William ECDC serve to fulfill the mission of the school by assisting in planning, guiding, and evaluating the learning process with love, patience, and kindness. The teachers and staff help prepare instructional materials, assist with students' individual needs, and supports learning activities that have been defined within the prepared lesson plans and the interest of the students.

Key Responsibilities

- Passion to make a difference in the lives of children.
- Patience in lovingly meeting young children's spiritual, academic, behavioral, social, and emotional needs.
- Creativity to make learning both fun and meaningful.
- Flexibility to handle the educational, logistical, and interpersonal challenges of working in a team.
- Dedication to your profession and a desire to continually improve.
- Always maintain confidentiality of St. William Church, ECDC Ministry, staff, parents, and students.



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Essential Duties

- Support and uphold the mission of St. William.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities.
- Support and adhere to the Standards of Conduct and policies and procedures of the school.
- Plan, implement, and prepare daily lessons and submit weekly plans to director/curriculum coordinator.
- Communicate effectively and clearly with parents, staff, and administrators, in both verbal and written form.
- Use appropriate, consistent, and positive discipline.
- Incorporate music, movement, and activity daily.
- Prepare a warm, safe, orderly, and clean environment in which children can grow, explore, and learn.
- Observe, document, and report significant individual and group behavior.
- Excellent interpersonal and communication skills.
- Evidence of emotional maturity and stability.
- Care for church property and report necessary repairs.
- Be available occasionally on Mondays for staff work days and training days.
- Monitors and assists individual students as developmentally needed.
- Performs clerical tasks and prepares instructional materials and bulletin boards.
- Assist in cleaning classrooms, including vacuuming carpet, taking out trash, and wiping tables clean.
- Collaborates with peers to enhance the work environment and support instructional planning.
- Flexibility and collaboration, especially regarding shared space.
- Show love and patience with clergy, staff, families, and children entrusted to care.
- Be responsible for calling a substitute, your team member, and the director for absences.
- Sense of humor.
- Prayer time
- All other duties assigned.

Knowledge, Skills, and Abilities

- Knowledge of the basic teachings of the Catholic Church.
- Knowledge of child development, learning, and behavior.
- Skill in critical thinking and planning.
- Skill in handling multiple tasks simultaneously.
- Skill in motivating and engaging students in the learning process.
- Skill in organizing and relating information in an understandable format.
- Skill in demonstrating professionalism in conduct, demeanor, and work habits.
- Ability to respond to individual learning needs.
- Ability to relate to children joyfully and sensitively.
- Ability to provide security and good judgment in a crisis.
- Ability to manage student behavior in the classroom setting.



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- Ability to work well with others in the school community.
- Ability to maintain confidentiality regarding church and school matters.
- Ability to communicate effectively in both written and verbal form.
- Ability to demonstrate gains in student performance that are in keeping with school goals.
- Ability to conference with parents upon request and respond to messages in a timely manner.

Working Conditions

- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Will be required to adhere to established dress codes and conduct standards.
- Will be required to adhere to Facebook and other social media codes of conduct.
- All buildings on church grounds are tobacco-free.
- May be required to use personal or school vehicles to drive to off-site locations for trainings or retreats.
- Must maintain a work schedule that maximizes availability to students, parents, colleagues, and administration. Arrive by 7:20 am. Depart no later than 12:30 pm
- Will be exposed to religious ceremonies, conduct, and speech including Christian prayer and Catholic liturgical celebrations. Staff meetings and other functions will open and close with Christian prayer.

Minimum Qualifications

Education:

- High school diploma or equivalent.

Experience:

- Preferred: Previous experience in providing childcare in a professional setting for very young children.

Certifications and Training:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) / Virtus policies throughout employment.
- Background check through the Diocese of Austin and Texas Health and Human Services Childcare Regulation.

Employee Annual Training:

- Must meet the minimum requirements of annual training hours, including orientation and pre-service hours as required by Texas Health and Human Services Childcare Licensing.
- Must meet staff development guidelines as set forth by the Diocese of Austin and St. William Church and School administration.



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Mental / Physical Tasks:

Talking	Using personal computer
Listening	Sitting
Standing	Bending
Walking	Other (list)
Grasping/holding	
Lifting/carrying	
Moving heavy equipment (30 lb)	
Driving	
Using office equipment, stapler, telephone, etc.	

Physical Demands

- Lift, carry, or push supplies, furniture, or equipment up to 30 pounds.
- Help children with toileting and diapering needs which may involve lifting children up to 40 pounds.
- Talk, listen, and interact with parents and children.
- Sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak daily.
- Sit on the floor or in small chairs to play and interact with children.
- Perform repetitive physical tasks such as writing, reading, singing, interacting, and playing with children.
- Monitor students in various locations, including those with noise, activity, and inclement weather.

Working Conditions

- Employees of **Saint William** are engaged in ministry and closely tied to the Pastor in the exercise of his ministry and obligations to the Church.
- **Saint William** is an at-will employer.
- All buildings and vehicles owned by **Saint William** are tobacco-free.
- Working in a fast-paced environment with priorities and plans that may change rapidly.
- Working on weekends, evenings, and some holidays may be required.
- Will be exposed to religious ceremonies, conduct, and speech, including Catholic Christian prayer and liturgical celebrations.
- Will be required to adhere to dress codes and conduct standards, including but not limited to EIM standards of conduct in the workplace and outside of the workplace.
- May be required to use personal vehicles to drive to other parishes or other off-site locations.
- Traveling within and outside the parish to meetings and other events may be required.



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- Will be required to conform personal and professional activities to be consistent with and supportive of the mission, purpose, and moral teachings of the Roman Catholic Church.

Approval Authority: _____

Chief Operations Officer Signature

Date

Employee Certification

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without notice.

Employee Signature

Date

Supervisor Signature

Date