

# Diocese of Sacramento

## JOB DESCRIPTION

**DEPARTMENT:** Mt. St. Mary Academy

**POSITION:** Preschool Teacher Aide

**CATEGORY:** Non-Exempt Hourly

**POSITION STATUS:** Part Time

**SUPERVISOR:** Preschool Director

**JOB SUMMARY:** The preschool teacher respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom. The teacher aide is accountable to the preschool director and principal and is expected to provide education and support to the classes and/or subjects assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and in the staff and parent handbooks of Mt. St. Mary Academy, and adhere to the directives set by school administration.

**ESSENTIAL FUNCTIONS:** The preschool teacher aide helps establish a faith-filled environment, demonstrates leadership and knowledge of content, and facilitates learning for students without specific direction using considerable judgment. A preschool teacher aide must be patient, flexible, positive, work well with others, and enjoy working with children.

### **General Responsibilities:**

- As part of the educational ministry of the Diocese of Sacramento leads daily prayer
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with preschool director and staff in the planning and development of curriculum and pedagogy
- Assists with curriculum planning and implementation and small group activities
- Actively supervises children
- Contributing to a positive environment for children and families.
- Actively participates in teacher collaboration and articulation
- Plans instruction carefully and implements content effectively
- Organizes and prepares and prepare resources for students
- Clean classroom/toys
- Incorporates technology into the learning environment within the classroom
- Teaches assigned subjects and assists students as needed
- Evaluates and grades students' work
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with pastor, principal, preschool director, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each child as assigned
- Adheres to Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to, employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment
- Completes all requirements with Child Care Licensing through the State of California
- Performs additional duties as requested by the preschool director and principal
- Participates in ongoing evaluation for accreditation for Mt. St. Mary Academy

**Record Keeping Responsibilities:**

- Maintains grading/assessment records and communicates information to parents as needed
- Prepares Assessment/Evaluation for distribution at the end of each grading period
- Records daily attendance of students by making sure students are sign in and out
- Completes all required forms and reports as designated by administration

**MINIMUM QUALIFICATIONS:****Education:**

- A teacher's aide shall have completed at least six early childhood education classes

**Experience:** Previous instructional experience preferred

**Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of Mt. St. Mary Academy mission
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

---

EMPLOYEE SIGNATURE

---

DATE

---

SUPERVISOR SIGNATURE

---

DATE