



850-267-2558
14 St Rita Ln
Santa Rosa Beach
Florida 32459

Fr. Michael Hartley, Pastor
Stew Danos, Parish Administrator
Jenna Danos, Director of Parish Mission

Job Title: Assistant Teacher - Rev A

Wage Type: HOURLY/NON-EXEMPT

St Rita Catholic Preschool Mission Statement

As a ministry of St Rita Catholic Church, it is the mission of St Rita Catholic Preschool to educate our children in a safe and loving environment while providing opportunities for them to encounter Christ, share His love and become well formed disciples.

Summary of the Job

Assists in the daily operations of the assigned classroom, including implementing weekly curriculum plans, communication with parents as needed, attendance tracking and cleanliness. Assists in the instruction of children in daily activities designed to promote faith based social, physical and intellectual growth in a loving environment. Collaborates with the classroom's lead teacher to ensure expected outcomes are met.

Essential Functions and Responsibilities

- Understand, support and actively implement the Mission of St Rita Parish and Preschool
- Strive to model one's own life after the fundamental teachings of Jesus Christ and must respect the beliefs of the Catholic faith
- Focus on making all aspects of the assigned classroom amazing from the day to day operations to continuous improvements and future planning.
- Maintain a professional attitude and appearance
- Maintain a positive outlook and approach to problem solving
- Follow the St Rita Preschool handbook, policies, and procedures to ensure a loving and safe environment is maintained for the children at all times.
- Ensure that required classroom documentation is present in the assigned classroom at all times or with the group if they travel out of the classroom
- Create an environment in which students are immersed in a Catholic culture
- Clean and disinfect classrooms routinely throughout the day and after students leave
- Attend combined Preschool/Parish events and programs such as the annual Halloween, Christmas and Easter festivities.
- Instructs children in practices of personal cleanliness, self-care, and practical life: helps children develop habits of caring for their own clothing, picking up and putting away items such as toys and books.
- Alternates periods of strenuous activity with periods of rest or light activity to avoid fatigue.
- Uses the Brightwheel platform to communicate regularly with parents, post daily activities, pictures or videos, incident reports, and monitor each child's progress

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- Models family style meals and assists with refreshments for children.

Additional Functions

- Communicate to the director any classroom needs such as supplies and equipment.
- Assist in all areas of operations at the Preschool and Parish as needed or requested by the preschool Director, Parish Administrator or Pastor
- Lead or assist with Parish and Preschool events as requested
- Attend combined Preschool/Parish events and programs such as the annual Halloween, Christmas and Easter festivities.

Necessary Skills

- Ability to work well independently and as part of a team
- Easily understand needs of the preschool, assigned classroom and the children under your care
- Quickly garner the knowledge necessary to support preschool systems

Required Education/Experience

- Must be a practicing Catholic
- Minimum High School education or equivalent
- Use of email and electronic calendaring systems
- 3 years of early childhood teaching experience preferred

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required.

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. While performing the duties of this job, the employee is frequently required to walk, sit, stand, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders; balance; stoop, kneel, crouch, or crawl; talk and hear; taste or smell. The employee may occasionally lift and/or move 10 pounds or more. Required to be able to read documents and computer screens on a frequent basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception and the ability to adjust focus. While performing the duties of this job, the employee occasionally works near moving mechanical parts. Occasional exposure to elements such as noise, dust, fumes and odors. Moderate physical activity.

Employee

Assistant Teacher

Signature: _____ Date: _____

Supervisor

Director of Preschool

Signature: _____ Date: _____

Parish Administrator

Parish Administrator

Signature: _____ Date: _____