



ST. PHILIP'S SCHOOL OF SAN FRANCISCO

FAITH • ACADEMICS • COMMUNITY • ENRICHMENT

Title: Preschool Teacher; Full Time (Non Exempt)

Supervisor: Preschool Director

Purpose:

To support the school's mission to provide an inclusive and nurturing learning environment that is rooted in Catholic faith and values, in order to guide children in their spiritual, intellectual, social and emotional development.

Job Overview:

The teacher reports directly to the Preschool Director and performs the duties for the preschool with limited supervision

Job Responsibilities:

- Know and understand St. Philip Preschool mission, philosophy, and policies, and check with the Director regarding such
- Ensure that the preschool philosophy is being maintained in the classroom at all times
- Follow procedures and policies stated in the Faculty/Staff and Family Handbooks
- Ensure that all children are properly supervised at all times
- Participate actively in maintaining order in the classroom and playground
- Maintain ratio required by State Licensing and St. Philip Preschool policies
- Notify the director when any changes are made in the classroom
- Support fellow staff in decisions regarding parents and children
- Be responsible that each child is signed in and out according to policy
- Conduct health inspections daily
- Make arrangements for children who are ill, including contacting parents
- Create lessons and activities in accordance with curriculum guidelines and school's mission and philosophy
- Arrive on time ready to do the prepared activities with the children
- Greet children and parents daily
- Attend staff meetings and preschool events
- Assist the director in describing the program to prospective parents on tours
- Assist in training new staff
- Assist the Director in evaluating the program

Licensing Requirements and Obligations:

- A fully qualified teacher shall have 12 postsecondary semester units in early childhood education from an accredited college, and 6 months of work experience in a licensed child care center or similar program. The units specified should include courses covering Child Growth and Development; Child, Family, and Community; and Program and Curriculum.
- A teacher shall have completed Mandated Reporter Online Course (as required by the State of CA) and Virtus Online Course (as required by the SF Archdiocese)
- A teacher shall complete Basic Pest Management in the School and Child Care Setting
- A teacher shall include with application an official copy of transcripts and complete and satisfy all licensing forms and requirements including-fingerprint clearance, statement of prior criminal convictions, child abuse index check, physical exam/health questionnaire, TB clearance, and immunization records for measles and pertussis.

Salary: Per the ADSF Salary Scale for preschool

Please send resume and cover letter to tina.baluyut@saintphilipschool.org