



HOLY ROSARY SCHOOL

25 East 15th Street, Antioch, CA 94509 | 925.757.1270

Full Time-Fully Qualified Preschool Teacher Position:

Hours: Based on Preschool Student Enrollment

Employee is not to work overtime or increase daily hours unless requested in writing by administration. Includes 30-minute unpaid meal period to be taken before the 5th hour of work.

Monday - Friday: 7:30-4:00

Hours are subject to change as determined by the needs of the program and school.

Preschool Teacher Qualifications and Job Description

Position Summary:

Preschool teachers, under the guidance and supervision of the site administrator and Preschool Director, help the Director in managing a classroom of children who are three years or younger. They instruct and supervise them in social and developmental activities, help feed them, and generally provide one-on-one attention when needed.

Education and Qualifications (see Childcare Center General Licensing Requirements 101216.1)

At the time of hiring, the fully qualified preschool teacher shall have completed with passing grades at least 12 postsecondary semester or equivalent quarter units of education in early childhood education or child development at an accredited or approved college or university; The teacher shall meet the requirements of Health and Safety Code Section 1597.055.

A **Fully Qualified Teacher** shall have either:

1. Passing grades in 12 postsecondary or equivalent quarter units in early childhood education or child development at an accredited or approved college or university, and at least six months of work experience in a licensed child care center or comparable program. The units shall include courses in general areas of child growth and development, or human growth development; child, family and community, or child and family, and program/curriculum.
2. Hold a current and valid Child Development Associate (CDA) credential with appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition, and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable program.

Holy Rosary Elementary School, a ministry of Holy Rosary Church, rooted in the Dominican tradition of study, prayer and truth provides a quality Catholic education and a foundation for higher learning and service within a diverse community. We, in partnership with our families, are a faith community which shares its love of God and instills high academic values. We guide students to an understanding of who they are and an appreciation for what they can contribute to the world.

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Additional Requirements

Shall be competent in Basic First Aid and CPR with training certificate on file as well as Live Scan fingerprint results and criminal record clearance, current PPD test results and proof of immunizations, I-9, W-2, health emergency forms, and signed child abuse reporting form.

RESPONSIBILITIES AND DUTIES:

- Supervise and Interact with children
- Assist Director in maintaining records on each child's progress and development for the purpose of planning, preparing snacks teaching children about numbers, colors and shapes
- Responsible for assisting the Director with the full implementation of performance standards, policies and procedures, regulations and guidelines in the day-to-day operation of an early childhood development including developmentally appropriate practices for a preschool program
- Participate in preschool staff meetings and staff development.
- Assist Director in reviewing the progress of each child and developing written plans to promote each child's growth and development.
- Maintain a well-organized, safe and attractive classroom environment conducive to the optimal growth and development of children.
- Develop a positive relationship with each child and promote the development of self-esteem and self-discipline.
- Assist Director in planning and implementing the daily program of activities based on principles of child development and in accordance with the program's curriculum and child's well-being.
- Observe each child daily to assess skills, interests, and needs and use this information to facilitate learning and growth.
- Establish a positive relationship with each child's family and share information about the child's day.
- Assist the Director in conducting parent conferences.
- Assist Director in the implementation inclusion of children with special needs.
- Responsible for assisting Director in implementing parent involvement activities.
- Assist Director with maintaining order and cleanliness of furniture, toys and manipulatives, including disinfecting of objects
- Perform other duties as required or assigned.

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