

**JOB TITLE:** Preschool Teacher

**REPORTS TO:** Preschool Director, Principal

**CLOSING DATE:** Open until filled

**GENERAL STATEMENT OF JOB:** All Saints Catholic School is seeking a part-time Preschool

Teacher for the 2023-2024 school year. Multiple positions are available with the following hours:

* **3-year-old program:** 8:00am - 1:00pm Tuesday and Thursday
* **4- and 5-year-old program**: 8:00am - 1:00pm Monday, Wednesday, and Friday or Monday through Friday

Pay ranges from $15.74 - $18.74 per hour based on the Diocesan Early Childhood payscale, which considers both education and experience. This position is not eligible for benefits.

The preschool program is designed to offer parents a high-quality choice in early childhood education and to ensure every child is prepared for a smooth transition into Kindergarten. The program provides an opportunity for parents to jump start their child's education in a nurturing, creative, fun, and developmentally appropriate environment.

**TEACHING RESPONSIBILITIES:**

* Teach preschool
* Understand, organize, and present subject matter for student learning
* Create an environment where children feel safe and love coming to preschool
* Build, establish, and maintain positive relationships in the community
* Be active in student development and care by being aware of changes the student is dealing with, keeping track of illnesses, and by giving a listening ear to young students
* Manage student behavior effectively using the Love and Logic discipline philosophy
* Provide an environment that promotes the Student Learning Expectations of All Saints
* Perform other related duties as assigned or requested

**EDUCATION/CERTIFICATIONS:**

* Early Childhood Education coursework preferred
* Experience in a licensed child care facility preferred
* High School Diploma or equivalent required
* Current CPR & First Aid Certification (or willing to obtain within first 30 days)

# SKILLS & ABILITIES

* Minimum of 21 years of age
* Excellent communication skills with both parents and children
* Understanding of children’s cognitive, social, and emotional development
* Love and patience for young learners
* Organizational, planning, and implementation skills
* Proficiency with Google Suite (or willingness to learn on the job)
* Ability to lift up to thirty (30) pounds

# MISSION

All employees of All Saints Catholic School work together to fulfill its mission as an educational ministry that is dedicated to nurturing the whole child in their spiritual growth, academic excellence and moral development. We foster a Christ-centered way of life that educates our students to be faith-filled Catholics, life-long learners, and responsible community members who act as witnesses to the Gospel of Jesus. To learn more about All Saints, please visit [www.allsaintsspokane.org](http://www.allsaintsspokane.org/)

# HOW TO APPLY

Please send a letter of interest along with a current resume to Principal Jen Lewis at jlewis@allsaintsspokane.net and Preschool Director Amy Kelly at akelly@allsaintsspokane.net.

Accepted applicants will attend an onsite interview.