

**PACELLI CATHOLIC SCHOOLS**  
**Job Description**

**PRESCHOOL TEACHER**

**QUALIFICATIONS:**

- Associate Degree in Early Childhood or a Bachelor's Degree in Education, preferably with Preschool and/or Kindergarten Certification
- Demonstrates skills for organizing ideas and presenting them with clarity and conciseness
- Able to establish and maintain a working relationship based on mutual confidence and respect with all staff members
- Able to identify problems and their resolution
- Demonstrates sound judgment
- Socially competent
- Adaptable, flexible, and patient
- Sensitive to children's social, emotional, and physical development
- Good communication skills
- Self confident, with emotional maturity
- Cheerful, possesses a sense of humor
- Trustworthy; ability to maintain and ensure confidentiality of sensitive information and materials
- Able to accept constructive criticism
- Dresses appropriately by following the PCS staff dress code
- Demonstrates loyalty to school, system, Diocese
- Member in good standing with The Registry and have a level of at least a 9

**REPORTS TO:** PCS Tim Copps Early Childhood Center Director or School Administrator

**GENERAL AREAS OF RESPONSIBILITY:**

- Prepare, implement, and supervise lesson plans, calendars, and daily schedules that are developmentally appropriate
- Provide a good Christian model and example in one's attitudes and actions
- Introduce religion by using appropriate bible stories and crafts
- Provide a secure, comfortable learning environment (maintain a neat classroom, encourage a love of learning, prepare attractive bulletin boards and display students' work)
- Set age appropriate objectives and work with each child individually and as a group to meet those objectives
- Teachers will attend all monthly staff meetings
- Participate in aspects of professional growth
- Prepare adequately for parent conferences and assess children's progress
- Earn and maintain Religious Certification
- Assist with Before and/or Aftercare
- Any other duties that may be necessary