



SAINT JOSEPH

CATHOLIC SCHOOL

PRESCHOOL/PRE-KINDERGARTEN TEACHER

Saint Joseph Catholic School is seeking a part-time (29 hours per week) Preschool/Pre-Kindergarten Teacher. Applicant must meet the Colorado Department of Human Services (CDHS) Early Childhood Teacher, Group Leader Qualification as well as the requirements to teach in a Catholic school in the Archdiocese of Denver.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Know, teach, and act consistently in accordance with the mission, philosophy, objectives, policies, and procedures of Saint Joseph Catholic School;
- Provide grade appropriate instructional program, including lesson planning, classroom preparation, and assessment of each student's performance;
- Provide age-appropriate extended or enrichment opportunities;
- Communicate regularly with parents/guardians, colleagues, Early Learning Center director, and principal;
- Participate in all Archdiocese of Denver in-service and training programs, and participate in all local school-sponsored professional development and training programs and initiatives unless exempted or excused by the principal;
- Attend all required faculty and staff meetings, unless exempted or excused by principal;
- Cooperate with the principal and staff members in school related meetings, activities, and projects;
- Maintain accurate student attendance and academic records in accordance with local school policies and procedures;
- Maintain a safe, orderly, and secure learning and work environment following established procedures to ensure the safety and welfare of students and staff;
- Participate in annual performance review based upon the implementation of the essential duties of the Early Childhood Teacher;
- Maintain confidentiality and discretion regarding school personnel, students, and general school matters;
- Perform teaching duties and all other duties as assigned by the school principal or Early Learning Center director.

EDUCATION AND EXPERIENCE

- Early Childhood Teacher, Group Leader qualified in accordance with the Colorado Department of Human Services (CDHS) Early Childhood Teacher education and experience standards. A Qualification Verification Letter from CDHS, Division of Early Care and Learning is preferred, but not required for employment.
- Compliance with Archdiocese of Denver Safe Environment requirements.

COMPETENCIES AND QUALIFICATIONS

- Effective supervisory skills;

- Effective listening and verbal communications skills;
- Must have the necessary background and training in education methods and subject areas;
- Must have an understanding of child development skills in order to relate to the students being taught;
- Must have appropriate control and discipline techniques to successfully manage a classroom;
- Must work cooperatively with school staff and administration;
- Sound judgement and decision-making skills;
- Knowledge of and willingness to implement safety and emergency procedures;
- Positive references and recommendations;
- Successfully pass a criminal background check;
- Refrain from promotions or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals

PHYSICAL REQUIREMENTS

- Requires lifting up to 40 pounds and carrying up to 40 pounds.
- Ability to execute appropriate safety and emergency procedures, including leading evacuations and providing basic first aid.

TO APPLY: Send cover letter, current resume and two letters of recommendation (at least one professional) to Mrs. Shelly Randazzo, Director, at srandazzo@gosaintjoseph.org.