

## **St. Laurence Parent's Day Out; Preschool Teacher Job Description**

St. Laurence Parent's Day Out is seeking a part-time teacher. The preschool teacher will work with the Director to plan and execute the curriculum and schedule for St. Laurence Parent's Day Out. The teacher will also communicate with parents in relation to their child's participation in the program and will assist in maintaining the physical classroom environment. The teacher will also maintain a positive, Christian relationship with students and staff.

Compensation: \$15/hour at start

Type of position: Part-time, approx. 12 hours/week

### Knowledge and Abilities Needed:

- The ability to communicate effectively
- The ability to perceive and interpret the verbal and nonverbal cues of preschool-aged children
- A basic knowledge of simple bible stories
- The ability to lift 25 pounds and interact with children on the floor
- The ability to conduct lessons from the St. Laurence Parent's Day Out curriculum
- The ability to comply with health and safety protocols

### Training and Experience Needed:

- Job experience in Early Childhood Education, and/or
- Associates Degree in Early Childhood Development, and/or 20 hours of college credit

### Responsibilities:

- Serve as an ambassador of St. Laurence Church and represent Christ to the families and children involved in the Parent's Day Out ministry
- Perform all job duties as stated in the St. Laurence Parent's Day Out Policies & Procedures handbook
- Assist with drop off and pick up procedures
- Assist each child during all activities, i.e., eating, toileting, sleeping, playing, working, first aid needs, playground, etc.
- Implement lesson plans in a manner that differentiates for the needs of each student

- Communicate clearly with fellow staff members, parents, and volunteers in a timely manner
- Assist in setting up the classroom, maintaining a healthy environment, and returning the classrooms and parish hall to standard configuration.
- Operate in a professional manner as part of a ministry team
- Other duties as assigned by the PDO Director
- Attend training sessions and meetings (paid time)

Certifications &/or Licenses:

- Valid Texas driver's license
- Valid CPR certification
- Valid First Aid certification
- Mandatory background check (paid for by St. Laurence Church)

School Mission:

The mission of our Parent's Day Out is to serve families by providing a welcoming, Christian environment in which to nurture each child's development and to be a place where children can experience God's love while engaging in fun and exciting learning. Our program binds a comprehensive curriculum with the wonderful truths of God's love and grace to give the children in our care a foundation for life-long learning.

Background Check:

Once a selection is made; a background check must be done by the diocesan office at no charge to the candidate. Any offer made to a candidate must be contingent on a clear background check.

COVID-19 considerations:

To keep our staff and students as safe as possible, we ask that staff wear masks (provided by the church) and gloves when appropriate. We have installed HEPA filters and air purifiers to circulate clean air, as well as other safety protocols.

To apply, send resume to Chèrie Bennett at [cheriebennett2046@gmail.com](mailto:cheriebennett2046@gmail.com) .