



Position Description

Position Title:	Pre-Kindergarten Teacher (Nature Based Program)
Reports to:	Principal
Direct Reports:	N/A
Provides work direction to:	Paraprofessionals; Volunteers
Receives work direction from:	Principal
FLSA:	Exempt - Professional
Date:	June 2024
Schedule:	10 months, Full Time. The nature of the work and the school's schedule of activities requires scheduling flexibility, and the incumbent will work with the Principal to arrange a schedule that meets the needs of both RCS and the individual.
Benefit Eligible:	Yes

PURPOSE OF THE POSITION: To develop materials and lesson plans; conduct instruction; regularly evaluate instructional materials for grade appropriateness; and continually assess student development and performance. Utilize the nature based philosophy for the classroom structure and instruction.

To regularly meet and communicate with parents, guardians, responsible adults, and/or students to ensure everyone's clear understanding of that student's or students' overall performance in terms of strengths, weaknesses, progress and potential in addition to any other observable characteristics, abilities or challenges that are affecting performance.

WORKING IN THE CATHOLIC CHURCH (*): Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese, such that it can embarrass the Church or give rise to scandal. It is expected that all employees respect Catholic doctrine and religious practices. It is preferred that this employee be an active, participating Catholic.

1) GENERAL RESPONSIBILITIES (*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more effort, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards

- of civil and canon law, and Catholic Church teaching.
- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Develop and maintain productive, collaborative and appropriate work relationships in all settings.
- G. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor

2) ESSENTIAL RESPONSIBILITIES (*):

- A. Planning
 - 1. Design and implement a curriculum plan tailored and appropriate to the subject area(s) for which responsible.
 - 2. Review, select and adopt or modify materials and resources that are consistent with the advancement of the overall curriculum plan.
 - 3. Participate and contribute actively in site educational and related programming to help ensure a broad-based experience for students.
- B. Performing
 - 1. Demonstrate faith leadership.
 - 2. Instruct students in a manner that consistently incorporates best teaching practices.
 - 3. Establish and sustain positive, mutually-respectful and appropriate relationships with students in all settings.
 - 5. Maintain various required records and data according to established policies and procedures, ensuring the accuracy and timely availability of such information as needed.
- C. Evaluating
 - 1. Assess regularly and evaluate results being achieved through current teaching practices as the primary basis for 1) ongoing instructional planning; 2) determining student progress, grading, reporting and 3) reinforcing students' outstanding contributions and performance.
 - 2. Assess regularly one's own professional development needs including the necessary planning and strategies to satisfy those needs.

3) OTHER RESPONSIBILITIES:

- A. Maintain and improve professional competence through staff development activities provided by the parish and self-selected professional growth activities.
- B. Attend all required meetings including department meetings, staff meetings, All-Staff days, staff retreats, training, in-services and any other meetings deemed necessary by the principal.
- C. Comply with policies and procedures as outlined in the Personnel Policy Handbook. Assist and support the administration in implementing policies and rules governing employment law practices, conduct and behavior.
- D. Meet all Safe Environment requirements.
- E. Attend required workshops offered by the Diocese as requested. Maintain active membership in appropriate professional associations.

The responsibilities listed are representative of the position and are not all-inclusive. Those noted with an “*” are essential functions of the job. More detailed listings of the duties and tasks are

outlined in supplemental documents. These supplemental documents would include, but not limited to, policy handbooks, codes of conduct, posted procedures, etc.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

EMPLOYEE: I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the school's change.

Employee's signature _____ Date: _____

PRINCIPAL: I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed in this job.

Principal's signature _____ Date: _____

POSITION TITLE: Pre-Kindergarten Teacher - Nature Based Program
DATE: July 2024

QUALIFICATIONS:

- Bachelor's degree or equivalent
- Appropriate State licensure for the area(s) of teaching for which contracted.
- Understanding of Nature Based learning
- Must complete VIRTUS Training (Protecting God's Children) and adhere to guidelines.
- Must pass Background Study as required by the Department of Human Services.
- Must observe rules and regulations of RCS and regulatory agencies for the health, safety, and care of children.
- Must maintain Pediatric CPR and First Aid training and certification.
- Must complete training and fulfill duty as a Mandated Reporter.

Mental Requirements:

- Must have the ability to plan, organize, and meet deadlines.
- Superior organizational skills and attention to detail.
- Positive, friendly disposition, excellent interpersonal and communication skills, ability to work well with multiple stakeholders. (i.e.: parents and employees).
- Possess a clear understanding of the English language. Speak and write effectively.
- Be self-motivated and work productively without supervision.
- Utilize intuitive problem defining skills and the knowledge of problem-solving resources, programs and actions.
- Deal with difficult situations in a calm, dignified and respectful manner.
- Be honest, trustworthy and confidential in all areas.
- Exhibit patience, understanding and calmness in chaotic situations.
- Live and project a personal lifestyle with Christian values.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.

Physical Requirements:

- Must be able to lift up to 35 pounds and move comfortably in connection with the facilitation of rest time, child safety, and potential emergency situations.
- Able to walk, stand, sit, kneel or bend as needed.