



ST. HUBERT CATHOLIC SCHOOL
8201 Main Street
Chanhasseen, MN 55317

JOB DESCRIPTION

POSITION TITLE:	Preschool Teacher/Preschool Assistant Teacher/Preschool Aid; Title determined by DHS classification
REPORTS TO:	Preschool Director
DIRECT REPORTS:	None
PROVIDES WORK DIRECTION TO:	Preschool Aid, parent volunteers as needed
RECEIVES WORK DIRECTION FROM:	Pastor, Head of School, Preschool Director, Curriculum Coordinator
FLSA:	Exempt/Professional
FTE:	Typically Full time, 12 or 10-month position; adjusted based on work agreement
SCHEDULE:	40+ hours per week, which can include evenings and weekends as required or needed.
REVISION DATE:	March, 2022

PURPOSE OF THE POSITION:

The teacher is an educational and spiritual leader who encourages excellence in all students. Teachers are responsible for the development and implementation of curricular goals and objectives to fulfill desired student learning outcomes in accordance with prescribed and selected academic standards. This position is also responsible for teaching, mentoring, and modeling the Catholic faith.

STATEMENT ON WORKING FOR THE CATHOLIC CHURCH:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner, which 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 Archdiocese, such that it can embarrass the church or give rise to scandal. It is required that teachers of religion be an active, participating Roman Catholic.

REPRESENTATIVE RESPONSIBILITIES:

The responsibilities listed below are representative of the position and are not all-inclusive. They are considered essential for the successful completion of this position.

1. Catholic Dimension
 - a. Respects Catholic values and aids students in Christian formation by exemplifying Catholic living, both in and out of the classroom.
 - b. Understands, supports, and implements the unique mission of Catholic education by speaking, acting and instructing in a manner consistent with the teachings of the Catholic Church.
 - c. Understands and accepts the teachings of the Catholic Church and the moral demands of the Gospel, and contributes to the achievement of the school's Catholic identity and apostolic goals, including participation in the liturgical life of the school.

2. Development of Students
 - a. Designs classroom instruction to engage and motivate all students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.
 - b. Develops positive interactions and social-emotional skills with students.

- c. Establishes a consistent disciplinary approach which promotes self-direction and positive self-image.
 - d. Sets and maintains high standards for student behavior and manages inappropriate behavior effectively.
 - e. Identifies areas for students to grow academically, spiritually, physically, emotionally and/or socially and fosters meaningful growth in these areas.
3. Instructional Practices
- a. Plans and implements instruction in order to engage students in rigorous and relevant learning and to promote their curiosity about the world at large.
 - b. Demonstrates competence in teaching by demonstrating current, thorough knowledge of curriculum and subject matter.
 - c. Communicates effectively with students.
 - d. Organizes classroom learning and materials to maximize student time on tasks as well as motivate student learning.
 - e. Uses multiple measures to analyze student performance and to inform subsequent planning and instruction.
 - f. Employs a variety of instructional techniques and strategies, including the use of technology as appropriate, to meet the learning styles of all students.
 - g. Cooperate with other teachers, specialists, local district special education personnel, counselors, administrators, etc. to assist in identifying and responding to the academic and/or learning needs of students.
4. Learning Environment
- a. Promotes student engagement, independence, and interdependence in learning by facilitating a positive learning environment.
 - b. Creates an environment of respect, warmth, caring, and fairness, integrating Christian values for all students.
 - c. Establishes a culture of learning and provides visual evidence of learning by displaying examples of high quality student work.
 - d. Organizes physical space and maintains a clean, functional and pleasant classroom.
 - e. Establishes appropriate classroom procedures and routines that maintain order in a fair and just manner, and maintains these procedures and routines throughout the year.
 - f. Actively supervise students in your charge.
5. Planning and Preparation
- a. Demonstrates effective planning skills by preparing lessons designed to implement stated goals and objectives, and by incorporating school and diocesan curriculum standards in lesson plans.
 - b. Develops curriculum that adheres to appropriate, delineated standards, and is vertically aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on the standards and rooted in Catholic values.
 - c. Develops and uses effective methods of evaluation that are directly related to curriculum objectives and to concepts and skills taught; consistently and effectively evaluates student progress.
6. Dedication and Commitment
- a. Is present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
 - b. Attends any meetings/programs required by parish, school, Office of Catholic Schools, and/or Archdiocese.
 - c. Commits additional time to co-curricular and extra-curricular activities that provide opportunities outside the classroom for students to further identify and develop their gifts and talents.
 - d. Engages in high quality professional development, including religious formation, and is accountable for implementation that supports student learning.

- e. Maintains confidentiality of information, displays sound judgment in dress and general behavior.
7. Maturity and Cooperative Teamwork
 - a. Helps create a productive environment where there is harmony, good morale, and cooperative teamwork.
 - b. Monitors self-productivity and takes corrective action as appropriate.
 - c. Collaborates with other teachers and administration to develop, implement and continuously improve the effectiveness of the curriculum, instruction and assessment to result in high levels of student achievement.
 - d. In the event that no substitute can be found, fills in by giving up preparation periods.
 - e. Actively supervises students during assigned supervision responsibilities, and is punctual to assigned duties.
 8. Parental and Community Relationships
 - a. Maintains consistent, professional, appropriate, and confidential communication with parent/guardian regarding student progress.
 - b. Utilizes the approved preschool electronic communication tool (BabyConnect) to maintain accurate, complete, and correct records communicated in a timely manner.
 - c. Regularly checks email and voicemail, and responds to parent communications in a timely manner; typically within 24 hours.
 - d. Conducts parent-teacher conferences as scheduled throughout the school year.
 - e. Respect and maintain the confidentiality of the students, staff, and families at St. Hubert.
 9. Preschool Specific Responsibilities
 - a. Assist and support the administration in implementing preschool policies and rules governing student life, conduct, and behavior.
 - b. Incorporate preschool discipline policies in overall classroom management techniques consistent with the entire preschool program.
 - c. Take necessary precautions to protect equipment, materials, and facilities from harm and vandalism.
 - d. Maintain current, accurate, complete, and correct records as required by DHS requirements, law, school policy, and school administrative requirements.
 - e. Send parent newsletters per preschool expectations; Read parent web site bulletins, faculty bulletins, memos, etc., and distribute any information to go home with students the same day it is received.
 - f. Accidents/injuries/illness must be reported to the Preschool Director immediately for compliance with DHS reporting requirements. A record is kept of all students reporting to the health office for every visit. Students who appear ill or injured should not be sent to the health office alone.
 - g. Maintain and improve professional competence consistent with MN DHS Licensing Requirements
 10. Other Responsibilities
 - a. Perform other duties and responsibilities as assigned by the Head of School and/or Division Director

QUALIFICATIONS:

- Minimum of a Bachelor Degree
- Current MN Teaching Licensure preferred
- Experience and/or training in early childhood education preferred
- Be willing to support and uphold the teaching of the Catholic faith
- Demonstrates:
 - ability to effectively and collegially work with others.
 - ability to make decisions.
 - ability to work without supervision.
 - ability to learn and implement new educational strategies

- ability to manage and maintain a classroom of students effectively
- ability to to keep supervisor and others appropriately informed
- Pass required background check and physical.
- Complete VIRTUS training.

MENTAL DEMANDS:

- Be active, knowledgeable, and supportive of Catholic Church teachings and witness this to the community.
- Must be dependable, punctual, honest, and have a high level of integrity.
- Develop and maintain a productive working relationship with Pastor, parish administrator and other staff.
- Must have good interpersonal and strong verbal communication skills, and be sensitive, adaptable, professional and articulate when dealing with staff, students, parents and co-workers.
- Be a leader in knowing, supporting, and implementing St. Hubert Catholic Mission and Vision both within our Community and in the wider community.
- Must be self-motivated, able to prioritize work, and meet deadlines in an environment, which is often stressful and fast-paced.
- Must use sound judgment at all times.
- Must read, write, and speak English at a level higher than the national standards for a college graduate.
- Must be proficient in email/internet and computer hardware and software designated by St. Hubert.
- Deal with emergent, difficult, and/or emotional situations in a calm, dignified and respectful manner.
- When needed, supervise and direct other employees, volunteers, students, parishioners and visitors
- Work productively in a busy and occasionally noisy environment.
- Maintain a positive demeanor and cheerful disposition at all times.
- Attend on-going and, sometimes, off-site education programs.
- Continue learning emerging technology in computer, software, and social communication tools and devices.
- Maintain active membership and attendance in Archdiocesan related organizations.
- Ability to follow all guidelines of the St. Hubert Catholic Community Personnel Policy Handbook.

PHYSICAL DEMANDS:

- Lift, carry and move 25 pounds occasionally during the day, which may include lifting and carrying supplies.
- Stand, step-up/step-down and sit for periods of time on both even and uneven surfaces.
- Perform job in all indoor and outdoor temperatures and conditions.
- Have strength to push/pull carts of supplies of up to 100 lbs. occasionally.
- Must have physical capability to reach, bend, kneel, squat, stoop and stretch during the day.
- Must have normal dexterity to operate computer keyboards, telephones, walkie-talkie devices, standard office equipment and writing instruments.
- Have good motor skills and eye-hand coordination.
- Have normal correctable hearing.
- Have normal correctable vision.
- Will attend all on-site and off-site meetings, events, workshops, etc, even if they require overnight stay.

EMPLOYEE: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as the organizations need change, my job description will change.

Teacher Signature

Date

SUPERVISOR: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Supervisor Signature

Date