

Cathedral of the Most Sacred Heart of Jesus

Position Description

Position Title: Two-Year-Old Teacher

Supervisor: Preschool Director

Primary Function

Full responsibility and commitment for a class for the bulk of the preschool day.

Key Responsibilities

- Curriculum: Developing and implementing age-appropriate curriculum and lesson plans
- Learning environment: Creating a safe, clean, and supportive learning environment
- Child development: Assessing and evaluating children's academic, social, and emotional development
- Communication: Communicating with parents and guardians about their child's progress
- Support: Providing individualized attention and support to children who need extra help
- Activities: Planning and organizing classroom activities, field trips, and special events
- Professional development: Participating in professional development activities
- Policies: Following all applicable laws, regulations, and policies
- Abides with all Department of Education licensing standards
- Treat co-workers, parents, and children with dignity and respect.

Other skills and qualifications that may be required for a two-year-old teacher include Strong communication and interpersonal skills, Strong organizational and time management skills, Computer literacy with Microsoft Office and other applications, a Certificate in first aid and CPR, and a Degree in early childhood education.

Education and Experience Requirements

- BS or AS in Child Development, Elementary Education, or related field preferred; required for Pre-K and Pre-K II teachers
- Minimum 5 years of experience in childcare.

Skills Needed

- Good interpersonal skills
- Strong organizational and time management skills
- Ability to be adaptable
- Sound judgment
- Non-judgmental

Specific Physical Requirements

- Light to moderate lifting
- Ability to bend, stoop, etc.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this task. They are not to be construed as an exhaustive list of all responsibilities and skills required of personnel so classified. All personnel may be required to perform duties outside their normal responsibilities from time to time, as needed.