



Holy Trinity Catholic School Early Childhood Education Teacher

OUR MISSION STATEMENT:

To form a Christ-centered Catholic community where faith and learning are lived and celebrated daily through Gospel values and academic excellence.

OUR PHILOSOPHY:

Holy Trinity School provides a Catholic, Christian environment in which staff and students model faith and love in their daily interactions. A lifelong foundation for successful learning is built upon spiritual growth and academic excellence. By providing differentiated instruction students will acquire the skills to reach their full potential.

We believe the students will develop an awareness and understanding of their place in the global community through stewardship, service projects, and an acceptance of individual differences. Our atmosphere reflects the importance of the church, family, and school working together to provide the basis for a well-rounded education.

Primary Function: ECE teacher is under the school's DCYF licensed program. The teacher works with the administrator to supervise, plan and carry out daily activities.

Classroom / Child Management and Supervision:

1. Supervise and interact with children in all activities.
2. Utilizes teachable moments and provides comfort for children in distress
3. Helps children develop and utilize self-help skills
4. Uses approved child guidance and caregiving techniques that support overall program objectives
5. Arrange a classroom environment in accordance to program goals and philosophy
6. Identify behavioral problems and determine the right course of action
7. Planning, preparing and caring for the child care room(s).
8. Arrange a classroom environment in accordance to program goals and philosophy
9. Identify behavioral problems and determine the right course of action.
10. Meet the emotional, social, physical and cognitive needs of each child
11. Supervise assistants, aides and volunteers in the classroom

Instructional Capabilities:

1. Plan both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy.
2. Prepare monthly plan charts
3. Use a wide range of teaching methods (stories, media, indoor or outdoor games, drawing, etc) to enhance the child's abilities.
4. Direct the organization and follow-up of special activities such as off - campus field trips.
5. Encourage assistants to contribute to curriculum planning
6. Individualizes curriculum to meet the needs of all children

7. Keeps adequate, appropriate and effective tracking of child growth & development through observations and work samples
8. Inspect and replace damaged or lost materials
9. Arranges play materials to accommodate the daily schedule

Interact with children and families

1. Maintain daily open communication with parents
2. Is available and approachable with families
3. Maintains professional boundaries with families
4. Uses discretion when discussing behavioral challenges with families
5. Is tactful with negative information provided by families and helps create a solution or navigates them to the administrator

Health and Safety

1. Conducts health checks of children & provides first aid when needed
2. Follows center policy on medication administration and documentation
3. Ensures safety through constant supervision and effective arrangement of space
4. Completes monthly drills and documentation
5. Completes accident and incident reports accurately and timely
6. Documents all behavioral incidents in a timely and accurate manner
7. Maintains daily upkeep & organization of indoor/outdoor learning environments
8. Assists children with personal hygiene and self-help skills when necessary
9. Identifies, corrects or reports health and safety hazards
10. Be familiar with all health and safety policies and be ready to implement them.
11. Report any suspect abuse to supervisor
12. Keep accident reports
13. Maintain anecdotal records
14. Keep all appropriate records such as records, attendance and time sheets.
15. Documents all behavioral incidents in a timely and accurate manner

Professionalism

1. Communicates with administrator on program questions and concerns
2. Has a positive attitude and demeanor
3. Appearance is appropriate for interacting with children
4. Communicates directly with staff to resolve conflicts
5. Completes required training hours. Applies professional development to the learning environment
6. Conversations in front of children relate to the children and work at the center and not personal information
7. Maintains confidentiality concerning children and families
8. Submits appropriate forms on time (training certificates, timesheets, lesson plans, injury/incident reports)
9. Responds effectively to supervisory guidance and direction, asking for help when necessary, reports important information to the attention of the supervisor in a timely manner

Dependability, Adaptability and Flexibility

1. Consistently arrives to work on time and ready to work
2. Does not have excessive absences
3. Employee follows program protocol & policies
4. Participates in team & staff meetings. Is willing to share ideas as well as listen respectfully to other staff
5. Willing to help other staff when needed
6. Takes responsibility for mistakes and seeks to continually improve performance
7. Adjusts easily to new conditions and circumstances

DUTIES AND RESPONSIBILITIES:

- Meet all applicable licensing regulations
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Organizational Relationships: 1) Accountable to administrator 2) relates role lead teacher and Holy Trinity School Mission and Philosophy 3) works with school employees

Performance Standards: Based on performance goals

PART B: POSITION -HOLDER QUALIFICATIONS

9503.0032 TEACHERS. Teacher qualifications, general.

A teacher must be at least 18 years old and meet the qualifications in subpart 2 with the following exceptions:

- A. A registered nurse or licensed practical nurse is qualified as a teacher for infants only.
- B. A registered nurse may be used to meet the staff-to-child ratios for a teacher for sick care in a center licensed to operate a sick care program.

Teacher education and experience requirements.

A teacher with the credential listed in column A must have the education and experience listed in column B.

Column A	Column B
(1) A high school diploma or commissioner of education-selected high school equivalency certification	Experience: 4,160 hours as assistant teacher Education: 24 quarter credits
(2) Diploma from Association Montessori Internationale; preprimary credential, primary student intern diploma, or provisional certificate from the American Montessori Society, without a baccalaureate degree	Experience: 2,080 hours as assistant teacher, aide, or student intern Education: 12 quarter credits
(3) Preprimary credential, primary diploma, or provisional certificate from the American Montessori Society; or diploma from the	Experience: 1,040 hours as assistant teacher, aide, or student intern Education: no additional required

Association Montessori Internationale with a baccalaureate degree

(4) Minnesota technical institute certificate as a Child Development Assistant Experience: 2,080 hours as an assistant teacher
Education: six quarter credits

(5) Child Development Associate credential (center based or family day care) for preschool or for infants and toddlers from the Council for Early Childhood Professional Recognition Experience: 1,560 hours as assistant teacher, aide, or student intern
Education: no additional required

(6) License from the Minnesota Department of Education for Prekindergarten Associate; or a certificate or credential for a two-year program from an accredited community college or technical college in child development or early childhood education Experience: 1,040 hours as assistant teacher, aide, or student intern
Education: six quarter credits

(7) Baccalaureate degree from an accredited college or university in any field Experience: 1,040 hours as assistant teacher, aide, or student intern
Education: 18 quarter credits

(8) License from the Minnesota Department of Education for elementary education without kindergarten endorsement Experience: 520 hours as assistant teacher, aide, or student intern if teaching children under school age
Education: six quarter credits within one year of initial employment if teaching children under school age

(9) License from the Minnesota Department of Education for prekindergarten/nursery, or a license from the Minnesota Department of Education for elementary education with a kindergarten endorsement Experience: no additional required
Education: no additional required

Training:

The center director, staff persons, substitutes, and unsupervised volunteers must receive ongoing training each calendar year according to MN Statute, section 245A.40, subdivision 7. Documentation of in-service training is required.

- Training required to be completed every year can be completed at any time within each calendar year.
- The center director and staff persons who work more than 20 hours per week must complete 24 hours of in-service training each calendar year.
- Staff persons who work 20 hours or less per week must complete 12 hours of in-service training each calendar year.

Skills: People skills, train staff, organized, schedule shifts, accounting, computer skills

Initiative: Self-motivated, able to work without direct supervision and perform tasks assigned.

Judgment: Must exercise confidentiality, must exercise good judgment in all phases of the job.

Personal Characteristics: Flexible, adaptable, resourceful, friendly, conscientious.