

Sacred Heart Catholic Preschool Requisites and Job Description for Early Childhood Teacher, Assistant and Substitute

Candidates for early childhood teacher/early childhood assistant positions in the Diocese of Kansas City-St. Joseph should meet the following requirements:

Early Childhood Teacher

1. Active Church affiliation – not necessarily Catholic
2. At least eighteen (18) years of age,
3. Be of good character and able to provide care conducive to the welfare of children,
4. Knowledge of the needs of children and sensitivity to the development levels, interests, and problems of children who will be under their care,
5. Capable of handling emergencies promptly and intelligently,
6. At least a Child Development Association credential or an Associate of Arts degree in Early Childhood Development or its equivalent. (Those who do not meet qualifications will have a training plan leading to meeting these minimum requirements.)
7. Experience in the area of childcare is required.

Duties:

1. Provides developmentally appropriate care and education to children (ages 3 to 5 years old) in learning activities designed to promote emotional, social, physical, spiritual and intellectual growth.
2. Plans and organizes classroom activities.
3. Leads planned activities of pre-kindergarten children, maintains discipline, assists in food preparation, cleans quarters, serves refreshments and provides other assistance in the implementation of preschool curriculum and activities.

Early Childhood Assistant

1. Active Church affiliation – not necessarily Catholic
2. At least eighteen (18) years of age,
3. Be of good character and able to provide care conducive to the welfare of children,
4. Knowledge of the needs of children and sensitivity to the development levels, interests, and problems of children who will be under their care,
5. Capable of handling emergencies promptly and intelligently,
6. College course work in Elementary Education, Early Childhood Education or Child Development or other course work in the field of early childhood is preferred. Those applicants without coursework will have an action plan to obtain such courses.
7. Experience in the area of childcare is required.

Duties:

Leads planned activities of pre-kindergarten children, maintains discipline, assists in food preparation, cleans quarters, serves refreshments and provides other assistance in the implementation of preschool curriculum and activities.

Early Childhood Substitute

1. Active Church affiliation – not necessarily Catholic
2. At least eighteen (18) years of age,
3. Be of good character and able to provide care conducive to the welfare of children,
4. Knowledge of the needs of children and sensitivity to the development levels, interests, and problems of children who will be under their care,
5. Capable of handling emergencies promptly and intelligently,
6. Experience in the area of childcare is required.

Duties:

Leads planned activities of pre-kindergarten children, maintains discipline, assists in food preparation, cleans quarters, serves refreshments and provides other assistance in the implementation of preschool curriculum and activities.