

**Holy Trinity Parish of Pinconning/St. Michael School**  
**Job Description**

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**TITLE: Pre-K and Kindergarten Teacher**  
**SUPERVISOR: Principal**  
**STATUS: Full-Time, Exempt, Salary**

**Date: July 2024**

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**GENERAL DESCRIPTION**

This position is responsible for supporting and implementing the mission/philosophy of Catholic education; to speak, act, and instruct students in a manner that is consistent with the teachings of the Church on issues of faith and morals; to integrate religious attitudes and values into secular subjects and into life both inside and outside of school.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Plan, prepare and deliver lesson plans and instructional materials in a fashion that facilitates learning for all students related to the appropriate content areas as defined by the school, principal, and pastor.
- Assess student growth and performance in a fashion that supports student and school goals and provide feedback to appropriate parties.
- Implement and support school discipline policies and engage student behavior in the classroom.
- Maintain appropriate records related to student performance, student discipline, lesson planning, curriculum, and relevant communications.
- Communicate in a timely manner with all stakeholders (students, parents, colleagues, principal, pastor, and others, when appropriate).
- Support school activities (assemblies, etc.) by supervising the student body.
- Participate in department, school, and Diocesan related events/meetings/professional development.
- Maintain a physical environment that is welcoming to the students, provides a safe and healthy place, and is functional for the children in the room.
- Other duties as assigned by direct supervisors.

**ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- Position reports directly to the Principal
- Must develop collaborative and constructive relationships with fellow teachers, especially within academic department and the individuals responsible for curriculum and instruction
- Maintain professional work relationships with parish/school staff and volunteers

**QUALIFICATIONS & SKILLS**

**Education:** A bachelor's degree or higher in an appropriate field. Current teaching certification issued by the State of Michigan or a commitment to enroll in a state approved program within six (6) months of hire.

**Experience:** Minimum of one year experience teaching Pre-K and Kindergarten.

**Job Related Skills:** Be CPR and First Aid certified.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**WORKING CONDITIONS**

- Hours of Work: Typical work schedule is during normal school hours; evening and weekend availability as needed.
- Nature of Work: Work environment is primarily in a classroom setting.
- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Valid Driver’s License is required.
- Regular, reliable attendance is required.

**ADDITIONAL REQUIREMENTS**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

**JOB DESCRIPTION REVIEW AND ACCEPTANCE**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

**SIGNATURES**

- *Supervisor’s signature indicates assignment of duties, line of supervision*
- *Employee’s signature, after hire, indicates acceptance of duties and supervision*

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_