

**Little Saints Childcare Center
Essexville, MI**

TITLE: Lead Teacher
SUPERVISOR: Director of Little Saints
STATUS: Full Time

Date: October 2024

GENERAL DESCRIPTION

Little Saints is looking for a lead teacher in our Tyke's classroom. This position is working with children between the ages of 20 months to 36 months.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for creating a caring Christian atmosphere, classroom activities, caring for children, and working as a team in the classroom
- Responsible for eight toddlers while working with another caregiver
- Communicate with parents, staff, and children
- Possess respect towards co-workers, parents, and kids alike
- Know State Licensing rules.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Director of Little Saints
- Maintain professional work relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education:

Must have a Childcare Development Associates

Experience:

Preferred experience in childcare setting

Job Related Skills:

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 business hours
- Nature of Work: Working and caring for children
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 20 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.
- TB Test
- Comprehensive background check
- CPR & First Aid Certification
- State licensing classes

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: _____