

Holy Trinity Parish of Pinconning

Job Description

TITLE: Pre-School Teacher

Date: August 2025

SUPERVISOR: Principal

STATUS: Part-Time 1, Non-Exempt, Hourly

GENERAL DESCRIPTION

Responsible for teaching pre-school for the duration of the school year and for fostering the intellectual, social, and physical development of children in the classroom. Must be faith-filled, dynamic, compassionate, and energetic

ESSENTIAL DUTIES & RESPONSIBILITIES

- Demonstrate effective planning and assessment skills by preparing lessons/assessments designed to implement stated goals and objectives in lesson plans
- Demonstrate competence in teaching by applying current, thorough knowledge of curriculum and subject matter in teaching lessons and activities
- Demonstrate effective communication with students, parents, and administration
- Establish a consistent Christ-centered disciplinary approach which promotes developmentally appropriate self-direction, conflict resolution and self-reflection
- Maintains confidentiality of student progress and behavior
- Display sound judgment in dress and behavior
- Maintain high professional standards consistent with the mission of the school and the teachings of the Catholic Church
- Attend workshops as required by the principal (Bloodborne Pathogens, Behavior Expectations, etc.)
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports directly to the building principal
- Work collaboratively with principal and other building staff

QUALIFICATIONS & SKILLS

Education: Associate's Degree or Bachelor's Degree in Early Childhood Education

Experience: Experience in a Catholic school setting is preferred but not required.

Job Related Skills: Complete 16 hours of professional development annually through MiRegistry; Certification in First Aid and CPR; verification of tuberculosis status

Interpersonal Skills: Strong interpersonal skills. The ability to work with others in a collaborative team environment. Excellent verbal expression. 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 are Monday, Wednesday & Friday 8 AM - 12 PM (hours are subject to change) during the school year
- Nature of Work: Work is performed primarily in an indoor setting
- 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 15 lbs.
- A 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 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: _____