Office of Total Catholic Education

Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

Telephone (719) 636-2345 FAX (719) 866-6453

ANNOUNCEMENT OF POSITION VACANCY
Location: St. Katharine Drexel Catholic School
Date Posted: August 24, 2021
Closing Date: Open until position is filled

Job Title: After-Care Program Lead Teacher

Date the position will become available: Immediately

Essential Job Responsibilities

- Supervise and monitor children at all times.
- Participate in regularly scheduled team meetings to plan for and deliver collaborative services across all components.
- Respond appropriately to crisis or emergency situations that may occur.
- Assess individual and group needs, attending to special needs, specific interests, strengths, and concerns.
- Develop and utilize integrated curriculum plans, which reflect mandated elements and components, parental and cultural influences, and promote social, emotional, physical, and cognitive development.
- Follow a consistent schedule, which includes small and large group experiences, choice time, large and small motor activities, skill development, snacks, and effective transitions between activities.
- Prepare classroom materials to support developmentally appropriate curriculum plans; create and change learning centers as needed.
- Keep classroom clean and organized.
- Help each child to become aware of his/her role as an integral member of a group.
- Recognize health and safety hazards and protect children from harm.
- Supervise and assist children with snacks and clean up.

Parent Involvement & Community Partnerships

- Communicate regularly with parents.

Additional Job Responsibilities

- Attend meetings, trainings, and appropriate professional development activities.
- Completing administrative duties for the class including keeping attendance, computing accident reports, meal counts, daily child reports, and maintaining classroom supply inventories, etc.
- Works cooperatively with children, parents, and staff to ensure a professional & competent program.

Knowledge/Skills/Experience Required

- Safe Environment Training (to be completed after hire)

For more information on the position, please contact:
Person: Mandi Lupher
School: St. Katharine Drexel Catholic School
Address: 5761 McArthur Ranch Road, Littleton CO 80124
Email: mlupher@paxchristi.org

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