

## Missoula Catholic Schools

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### Job Announcement for Preschool Assistant Teacher

**Pay: \$16.00 - \$17.00**

**Job type: Full-time**

**Shift and schedule:**

- 8 hour shift
- Monday to Friday

**Location:** 503 Edith Street, Missoula, MT 59812

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Health insurance
- Health savings account
- Paid time off
- Vision insurance

### Full job description

**Job Summary:** This position is responsible for planning, organizing, and implementing a developmentally appropriate classroom of children 2-5 years old. The Teacher must promote the development of each child's spiritual, physical, social, emotional, and cognitive development in a nurturing, Christ-like environment.

### Primary Teaching Duties:

- Collaborate with the teaching team to plan lesson plans and learning activities that are based on the developmental needs of our enrolled children in accordance with the policies and philosophy of the Early Education Program.
- Work with classroom staff to maintain child portfolios documenting developmental progress. Use portfolios to plan curriculum and to communicate with parents
- Be responsible for the cleanliness, arrangements, appearance and learning environment of the classroom and hallways.
- Follow sign in and out procedures including obtaining parent/guardian signatures, initialing if the parent forgets, and checking identification when an unknown or unapproved person arrives to pick up a child.
- Ensure a healthy and safe environment for every child by being alert to hazards, following health and safety regulations and procedures and being a good role model
- Maintain an inventory of books, classroom supplies and materials
- Provide appropriate supervision for children at all times according to the Montana State Licensing Rules and Regulations

**Qualifications:**

- Two (2) years of experience in a licensed or registered child care program.
- Ability to develop and implement developmentally appropriate lesson plans.
- Ability to assess children's development and progress and provide portfolio documentation of that progress.
- Knowledge of Montana State licensing standards and the ability to apply and enforce them.
- Knowledge of child development, quality early childhood practices, positive child guidance techniques and the care and supervision of children.
- Ability to follow written meal preparation and food service standards.
- Knowledge of acceptable safety, sanitation, and food handling practices.
- Obtain or have an Adult/Child/Infant CPR and Pediatric First Aid Certification within 3 months of employment
- Maintain confidentiality of families and colleagues. Follow HIPAA guidelines regarding protected health information for children.
- Demonstrate the ability to manage multiple priorities and complete assigned tasks in a timely manner.
- Must be computer literate.
- Demonstrate the social skills necessary to relate to a variety of people, remaining positive even under stressful situations.

**Probationary Period:** Six (6) months minimum

**Required Application Materials**

- Letter of Interest – addressing your qualifications and experience related to the stated required skills for the position. A general letter salutation such as “Dear Search Committee” or “Dear Hiring Manager” is acceptable.
- Detailed Resume – listing education and describing work experience
- Three (3) Professional References – names and contact information