



## PRE-K3 TEACHER JOB DESCRIPTION

**Reports To:** Principal

### Position Summary

The Pre-K3 Teacher is responsible for providing a safe, nurturing, faith-filled, and developmentally appropriate learning environment for up to 14 preschool students in collaboration with an assistant teacher. The teacher fosters the spiritual, academic, social, emotional, physical, and cognitive development of each child while supporting the mission of St. James Catholic School.

### Salary and Benefits

Salary is commensurate with education and years of experience.

- School Year: end of July through the end of May
- Paid school holidays
- Ten (10) days of paid sick/personal leave
- Health insurance benefits
- Retirement benefits

### Work Schedule

Monday through Friday, 7:30 a.m. – 3:30 p.m.

The teacher is provided with approximately 30 minutes of daily planning time during students' special area classes.

### Qualifications

The ideal candidate will:

- Hold a bachelor's degree from an accredited college or university.
- Possess a valid Mississippi Pre-K/K (153) teaching license or hold a K-3 (116), K-4 (152), or K-6 (120) license and complete an approved pathway toward Pre-K/K endorsement.
- Be an active member of the Catholic Church or other faith denomination with pastoral approval.
- Demonstrate a strong background in early childhood education and child development.
- Possess excellent oral and written communication skills.
- Build positive, professional relationships with students, parents, colleagues, and administration.
- Have experience developing and implementing developmentally appropriate curriculum and instructional practices.

- Demonstrate the ability to create and maintain a safe, nurturing, and engaging learning environment.
- Be physically able to perform duties that may include sitting on the floor, bending, stooping, lifting, pushing, pulling, and actively engaging with young children throughout the day.

## **Responsibilities**

The Pre-K3 Teacher will:

### ***Catholic Identity and Professional Expectations***

- Support and uphold the philosophy of Catholic education and the mission of St. James Catholic School.
- Serve as a witness to Gospel values by modeling the teachings of the Catholic Church in words and actions.
- Adhere to all policies, procedures, and the Code of Conduct established by the school and Diocese.
- Maintain confidentiality regarding students, families, faculty, and school matters.
- Demonstrate professionalism in conduct, appearance, communication, and work habits.
- Maintain a positive and collaborative attitude, even during challenging situations.
- Participate in faculty meetings, diocesan retreats, professional development activities, and other required school functions.
- Complete all required professional development and continuing education requirements established by the school and diocese, including 15 contact hours of professional development required by MDE Early Childhood.

### ***Instruction and Curriculum***

- Develop and implement thematic weekly lesson plans aligned with the Mississippi Department of Education Early Learning Standards and the mission of the school.
- Provide engaging, developmentally appropriate learning experiences that support children's spiritual, cognitive, physical, language, social, and emotional growth.
- Maintain a classroom environment that includes purposeful learning centers and hands-on learning opportunities.
- Rotate and refresh learning center materials regularly to support student engagement and developmental growth.
- Incorporate play-based, multi-sensory, and child-centered instructional practices into daily instruction.
- Foster curiosity, creativity, independence, problem-solving, and a love of learning.
- Engage children in meaningful planned and spontaneous interactions throughout the day.

### ***Child Development and Student Support***

- Demonstrate knowledge of child development and apply that knowledge to instructional planning, classroom management, and student interactions.
- Reinforce the development of independence, self-help skills, self-regulation, social skills, and emotional growth.
- Maintain developmentally appropriate expectations for student behavior and guide children using positive behavior management practices.
- Observe, assess, and document each child's developmental and academic progress on an ongoing basis.
- Provide individualized support to meet the unique needs of each child.

### ***Health, Safety, and Supervision***

- Maintain a safe, healthy, clean, and sanitary classroom environment.
- Take all reasonable precautions to ensure the safety and well-being of students, staff, equipment, materials, and facilities.
- Promote healthy habits and hygiene practices, including handwashing, respiratory etiquette, and personal cleanliness.
- Assist children with age-appropriate personal care needs, including maintaining cleanliness and changing soiled clothing when necessary.
- Provide active supervision of students throughout the school day.

### ***Communication and Collaboration***

- Maintain open, positive, and professional communication with parents and guardians.
- Communicate regularly with families regarding classroom activities, student progress, and important school information.
- Prepare and distribute a weekly classroom newsletter.
- Conduct parent conferences and meetings to discuss student academic, developmental, behavioral, and social-emotional progress.
- Collaborate with the Principal, assistant teacher, and colleagues to support student success and school goals.

### ***Administrative Responsibilities***

- Maintain accurate attendance, records, and documentation as required by school, diocesan, and state policies.
- Utilize FACTS and other school technology systems for attendance, lunch counts, communication, and record keeping.
- Follow all policies and procedures outlined in the St. James Faculty and Staff Handbook and the Catholic Diocese of Biloxi Handbook of Catholic School Policies.

### **Additional Duties**

Perform other duties and responsibilities as assigned by the Principal.