JOB DESCRIPTION FOR St. Francis Xavier

Early Childhood Development Center (ECDC)

SUMMER Teacher 2019

QUALIFICATIONS: 1. High school diploma or equivalent

2. Experience supervising children preferred

3. Must pass all State and Diocesan background checks

JOB summary: The Summer Teacher fulfills the mission of the ECDC by guiding, inspiring and educating students in a loving, Christ-centered environment. The Summer Teacher is immediately responsible to the Director for the carrying out of policies of the ECDC and the Diocese of Tulsa as they relate to the function of the school, the classroom, and the immediate contact with students and parents.

***Essential job functions:***

* Supports and upholds the philosophy of Catholic education and the mission of the school
* Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
* Supports and adheres to the policies and procedures of the ECDC
* Maintains confidentiality regarding school matters
* Communicates effectively with students, parents, and other professionals
* Demonstrates professionalism in conduct, demeanor, and work habits
* Supervises students at lunch, recess, and in routine movement
* Performs clerical tasks, prepares instructional materials and bulletin boards
* Demonstrates professionalism in conduct, demeanor, and work habits
* Maintains a work schedule that maximizes availability to the ECDC, students and staff

***Important job functions:***

* Cooperates with and participates in the planning and evaluating of the ECDC programs
* Maintains current and accurate records according to school policy
* Maintains good relationships and work cooperatively with many people, such as directors, pastors, clergy, diocesan officials, department heads, supervisors, fellow teachers, teacher aides, students, parents, secretaries, and custodians, in planning activities and policies relating to the ECDC
* Ability to follow directions and handle multiple tasks

***Knowledge, Skills, and Abilities:***

* Knowledge of the basic teachings of the Catholic Church
* Knowledge of child development, learning and behavior
* Able to manage student behavior
* Able to communicate effectively in both written and verbal form
* Able to work well with others in a school community
* Skill in handling multiple tasks simultaneously
* Skill in job appropriate technology
* Skill in critical thinking and planning
* Skill in motivating and engaging students in the learning process

***Mental/Physical Demands:***

* Required to lift or carry supplies, textbooks, furniture, and equipment
* Required to maintain composure and avoid inappropriate displays of anger
* Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
* Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
* Required to monitor students in a variety of locations including those with noise