JOB DESCRIPTION OVERVIEW

Position Title: Extended Day Teacher (12 Months - 2 Years and ages 3 -Kindergarten)
Educational Level: High School Graduate
Status: Part-time
Reports To: SMES Director of Extended Programs
Employment Hours:
Monday, Tuesday, Wednesday, Thursday 1:30 pm - 6:00 pm
Friday 11:30 am - 6:00 pm

School Mission and Values

Saint Michael Episcopal School's mission is to provide a nurturing, individualized, inclusive early childhood experience that is based on our four pillars - Love, Faith, Education, and Service.

We offer a curriculum to stimulate children's intellectual and spiritual growth with activities that foster creative thinking, develop strong character, and build a foundation in faith.

SMES seeks an outstanding educator for our Extended Day Program whose duties and responsibilities are as follows:

Major Responsibilities:

- Commit to the school's mission and four pillars of serving SMES children through Love, Faith, Education, and Service
- Demonstrate knowledge of and support Saint Michael Episcopal School's mission, vision, policies and procedures, operating instructions, and confidentiality standards
- Implement daily age-appropriate activities
- Active engagement, including reading, singing, and conversing with children
- Playground supervision
- Ensure overall safety of children
- Cleaning classroom tabletops and tidying classroom play centers at the end of the day
- Attend to youngest learners needs, such as diapering and feeding
- Assist in performing and maintaining standards as required by the Southwestern Association of Episcopal Schools, Texas Health and Human Services, and other governing bodies
- Complete 24 annual clock hours of continuing education in Early Childhood Education as required by the State of Texas
- Be committed to an environment that is supportive, respectful and compassionate to colleagues, SMES families and church parishioners
- Perform others tasks as required and assigned
- Lift children up to 25 lbs

Employment Requirements:

- High school diploma
- Prior experience working with young children in a school or camp setting

- Background knowledge in the developmental characteristics and milestones of early childhood ages 12 months-3 years
- Employee must meet the personal qualifications outlined in the TTHS Minimum Standards for Child Care Centers
- Employee must have excellent communication skills and refined work ethic as well as experience in effectively communicating with parents, students, and teachers/staff

We are committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and all compensation, to all qualified applicants and employees without regard to race, color, sex, national origin, citizen status, marital status, religion, disability/handicap, or any other protected status in accordance with the requirements of all federal, state and local laws.