

St. Luke Early Childhood Center - St. Luke the Evangelist Catholic Church
1750 Riverstone Ranch Drive
Pearland, Texas 77089
281-741-7497

Send resumes to: ECCDirector@stlukesatholic.com

Morning Opener/ Teaching Assistant
2019-2020

St. Luke the Evangelist Early Childhood Center is accepting applications for a part - time early childhood Morning Opener/Teaching Assistant (6:45am-12:00). Our classrooms have small ratios and we are a center-based program.

Summary

A Teaching Assistant at St. Luke ECC is responsible for establishing and maintaining a safe, healthy and nurturing learning environment in accordance with the Minimum Standards put forth by the Texas Department of Family Protective Services. A teaching assistant is responsible for working in conjunction with the entire faculty to maintain the vision, mission and safety of all children enrolled.

Education and Experience:

- Flexibility to support team members from other age groups and to schedule changes as explained by the Director and/or assigned personnel.
- Prior work experience in a teaching or assistant teaching position (public or private school system), quality preschool, childcare center or church nursery preferred.
- Certification Requirements: CPR and First Aid, Pre-service training as prescribed by Texas Department of Protective and Regulatory Services, Safe Environment Training.
- High School Diploma mandatory
- Minimum CDA preferred, but not necessary.

Physical Demands

- For the facilitation of child safety, and potential emergency situations we require a lifting ability of 30lbs minimum. The physical demands of moving and reacting quickly are essential functions of this position.

Job Responsibilities:

- Arrive on time and report to work daily.
- Ensure that children/teacher ratio is always within Minimum Standards ratio requirements.
- Know and follow procedures for reporting any observed or reported abuse and/or neglect.
- Actively supervise students, ensuring students can be seen and heard at all times.
- Read, periodically review, and constantly adhere to the Department of Family Protective Services Minimum Standards for Child-Care Centers.
- Properly change/dispose soiled diapers in compliance with sanitation standards.
- Mix/refill disinfectant solution and cleaning supplies daily.
- Follow all written and posted weekly lesson plans.
- Work with assigned teacher or other personnel to prepare and maintain learning environment.
- Support the school by participating in staff development opportunities and special school events.
- Attend staff meetings, age level team meetings, the annual Archdiocese Conference and other in-service training requested by the Director. For all meetings/activities related to work, guaranteed childcare should not be expected. Please verify, for each event, whether bringing a child(ren) is permitted.