

Part-Time Early Childhood/Teaching Assistant

Sacred Heart Catholic Church

615 McDade Street
Conroe, TX 77301

Sacred Heart Early Learning Center is accepting applications for a part-time early childhood/Teaching Assistant. 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.

Send resumes to the attention of Julie Young jyoung@shcstx.org