

Part-Time Assistants

St. Jerome Early Childhood Center

8825 Kempwood Drive
Houston, TX 77080

St. Jerome Early Childhood Center is accepting applications for part-time assistants. We are looking for people that are energetic, outgoing, responsible, motivated, compassionate, and are willing to work with children ages 6 weeks to 4 years old. Electronic application submissions must be sent to ecc@stjeromehou.org along with your resume, DL, and diploma or GED.

Duties and Responsibilities:

- Creating a safe and nurturing environment for kids of various ages. This includes but is not limited to classroom and outdoor activities.
- Record keeping (attendance, behavior logs, parent conference notes, lesson plans, daily schedules, incident reports, and brightwheel logs).
- Planning & creating age appropriate lesson plans and activities that are in accordance with the policies and philosophies of SJECC, as outlined in the handbook.
- Strong verbal and written communication skills to communicate with students and parents effectively and professionally on a daily basis.
- Keeping the classroom clean, cheerful, and orderly.
- Assist in providing snacks for children 2x day (am/pm), and help with feeding during lunch.
- Keeping up-to-date records of the development and progress of each child; and on-going portfolios for each child throughout the year.
- Participating in all staff meetings and in-service training as required including professional workshops and conferences for a minimum of 24 hours each year.
- Knowledge about the social, emotional and developmental needs of young children based on education, past work experience, or as a parent or caretaker of a child.
- Ability to effectively conduct activities, supervise, maintain the utmost self-control and patience in personal tone and behavior with our young children.
- The good judgment to notify supervisors of anything that merits their attention. Ability to exercise sound judgment particularly in crisis situations.
- Setting up classrooms, including space and materials.
- Adhering to all health, safety, and hygiene requirements, including keeping the classroom sanitized and ensuring that children practice hygienic practices.
- Interacting in a professional manner with other staff.
- Being Flexible, and Open to work where needed. Assist in any other duties requested by the Directors.

Job Requirements:

- High school diploma or GED.
- Early Childhood Experience or CDA
- Satisfactory criminal background check for childcare centers
- Infant, Child and Adult CPR/First Aid certified.
- CMG certified

Visit <https://stjeromehou.org/employment> for applications.