

Assistant Caregiver
St. Ambrose Catholic Church
Early Childhood Center
An Assistant in a Two-Year-Old classroom

Summary: Assistant Teacher Responsibilities

- Ensure that the teacher/children ratio is always within ECC ratio requirements.
- Attend all staff meetings, recommended trainings, and conferences.
- Make every effort to attend church and school functions such as church bazaar, school gala, Winterfest, etc.
- Help with general housekeeping such as wiping tables, sweeping floors, etc.
- Ensure that daily communication has been communicated to parents at the end of the day (if Lead Teacher is not available).
- Know and follow procedures for reporting any observed or reported abuse and/or neglect.
- Actively supervise children, ensuring children can be seen and heard at all times.
- Follow the direction and guidance of the assigned Lead Teacher.
- Help with diapering and toilet training

Education/Experience:

- Be committed to the philosophy and mission of the Catholic school
- Be at least 18 years of age
- Have a minimum of a high school diploma (or equivalent)
- Have a minimum of one (1) year of experience in an early childhood education setting prior to being appointed to position (unless other qualifying similar experience is substituted. This exception may be allowed at the discretion of the director and pastor).
- Have some knowledge of the development stages of infants
- Have a criminal background check and SAFE HAVEN training (online);
- Will obtain at least 24 hours of professional development (CEU) each calendar year

Please send your resume and contact information to:

Camille Arnold, Director, at carnold@stambrosehouston.org

Or all call: 713-688-3404