

Lead Caregiver

St. Ambrose Catholic Church

Summary:

Seeking a full-time Lead Caregiver for 2-year-old children. This position starting in the middle of May, beginning of June.

Hours:

- Monday – Thursday: 8:00 am – 4:30 pm
- Friday: 8:30 – 5:30 pm

Responsibility:

- Design and implement lesson plans – we use Frog Street Curriculum
- Turn in weekly lesson plans
- Delegate duties to the assistant teacher
- Keep antidotal notes on the development of all the children
- Participate in formal and informal parent conferences
- Changing out the room for different themes
- Observe children at all times inside and outside
- Know what the expectations are for Licensing
- Plan, prepare, and maintain a safe and loving classroom environment
- Have a positive attitude and enjoy working with this age group
- Understand child develop and Developmental Age Practices
- Keep a portfolio of projects, artwork, and pictures to give to the parents at the end of the school year (keepsake book)
- Recruit a parent to be your homeroom parent
- Attend church and school functions (Example: The Gala, Church Bazaar, Winterfest etc.
- Take care and use instructional materials, equipment, and school facilities
- Must attend all staff in-service meetings
- Know and follow procedures for reporting any observed or reportable abuse/neglect
- Help with general housekeeping tasks

Qualifications:

- Be committed to the philosophy and the mission of the Catholic Church
- Must be 21 years olds
- Have minimum of a high school diploma or equivalent
- Must have a minimum of 2 years' experience as a lead teacher

Send resume to Camille Arnold at carnold@stambrosehouston.org