

Job Description
St. Timothy Catholic Church
2045 S. Pennington
Mesa, Arizona 85202

Title: Daycare Teacher (Grade 4)
Position Reports To: Daycare & Preschool Director
Department: Daycare
Hours: Part Time (<30 hrs. per week)

Summary:

The Infant/Toddler Caregiver is responsible for the care a small group of children. They will work with Director of the Children's Center and Daycare Aide to ensure all children are cared for in a manner that reflects the New Evangelization as well as meets all Diocesan and state rules and regulations. In addition, they are responsible for supervise daily and long-range activities, giving children undivided attention, participating in education of infants and toddlers and complete parent communication documentation as needed.

Responsibilities:

- Work under the direction and supervision of the Director
- Monitor and supervise children
- Instruct appropriate age groups with the teachings/prayers of the Catholic Church
- Ensure and assist in maintaining a safe, clean and healthy environment
- Adhere to all state requirements in regards to care, environment, documentation, etc.
- Assist with maintaining proper supplies in assigned room
- Maintain and foster positive and constructive interaction with children and parents
- Attend and participate in regular department meetings
- Adhere to dress code which is determined by the Director
- Complete 18 hours of training per year
- Maintain a welcoming Christian environment by treating all with dignity and respect
- Work cooperatively with St. Timothy Staff
- Participate in Diocesan & Parish annual Safe Environment Training
- Adhere to personnel practices of the Diocese of Phoenix and applicable parish policies and procedures
- Any task deemed necessary by the Director, the Pastor, or his delegate.
- Job performance will be reviewed within the first 3 months of employment, then on a yearly basis

Infant Room:

- Ensure infants' daily physical needs are met (diapering & feeding.)
- Meet emotional needs of each baby; talks with, smiles at, reads to, plays with child.
- Prepare room for arrival of children.
- Greet parents and children daily.
- Clean room at end of each shift.

Toddler Room:

- Conduct classroom activities that promote social, developmental and educational growth of children.
- Responsible for children's health, safety and physical needs.
- Prepare room for arrival of children.
- Greet parents and children daily.
- Maintain cleanliness of room throughout day.

Skills and Qualifications:

- Registered Catholic in good standing with the Church.
- Strong communication skills, patience and ability to remain calm under pressure
- Understand the responsibilities of a mandated reporter
- Current certification in child first aid and CPR
- Prior to hire, must provide documentation of current negative T.B. test result
- Must be able to lift 40 pounds, stand 95% of the day, assume postures in low levels that allow contact with children, bend, stoop, kneel, sit on the floor and have the agility to move from a seated position to a standing position promptly to respond to emergency situations.
- Meet or exceeds state licensing regulations:
 - 21 years of age or older plus any of the following
 - High school diploma or GED plus 6 months experience in an infant or toddler classroom
 - N.A.C., C.D.A., C.C.P. or C.P.C. certificate
 - Associate degree in early childhood education or related field
 - Bachelor's degree in early childhood education or related field with at least 3 months of classroom experience with infants.

This document is designed as a summary or general description of the job and may not include all the duties, knowledge, skills or abilities required or associated with the position.

If interested, please contact Angie Rice, Director, at (480) 775-5238 or arice@sttimothymesa.org.