



JOB TITLE: Teacher – Universal Pre-K

Rome Catholic School is seeking a Preschool Teacher for a 3 year old classroom.

Interested candidates please contact Tabitha Wallace at twallace@syrdiocese.org or call 315-336-6190.

Job responsibilities include but are not limited to the following:

Pay Range: \$29,591 - 33,885

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following. Other duties may be assigned.

- Possess NYS certification in Early Childhood and/or Birth-Grade 2.
- Ensure the health and safety of the children.
- Maintain confidentiality of school records and other student information.
- Plan and implement activities to meet the physical, emotional, intellectual and social needs of the children in the program.
- Ensure equipment and the facilities are clean, well maintained and safe at all times.
- Ensure children are supervised at all times.
- Establish routines and provide positive guidance.
- Provide a safe and secure environment for children to feel comfortable.
- Implement positive discipline when required.
- Clearly and effectively communicate in a manner that children understand.
- Observe children and make note of progress.
- Keep parents informed of program expectations, program activities and their child's progress.
- Develop daily activity plans.
- Be familiar with emergency procedures.
- Must complete Safe Environment Training as required by the Syracuse Diocese within the first 60 days of employment.
- Previous experience is preferred.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

OTHER SKILLS AND ABILITIES: CPR and First Aid training.