



# ST. PATRICK PARISH

Staff Position Description  
Lead Teacher: Infant room



## Our Philosophy:

At St. Patrick Parish, we believe in drawing upon strength in the experience of our past and diligently pursue those elements which have become part of our operating philosophy including:

- Providing a high level of quality in serving our parishioners and school families.
- Maintaining a team of professionals who are committed to bringing excellence to their respective responsibilities and those of our Parish and School.
- Assuring a safe and healthy environment for visitors as well as every member of our organization.
- Providing a workplace that encourages staff to achieve the fullest of their ability.

## Summary of the Position

This position reports to the Childcare Director. Provide quality care and age-appropriate education to the children. The role focuses on creating a faith filled, safe and nurturing environment for infants and young children while implementing educational programs that promote their development. Supervise staff and maintain effective and positive communication with parents.

- Prepare a consistent schedule and routine for the children while incorporating the Catholic faith.
- Maintain a clean and healthy environment.
- Plan age-appropriate activities for young children and child development.
- Maintain a caring and nurturing attitude towards children.
- Communicate with staff and parents effectively.

## Schedule and Routine

- Develop a routine within the classroom, focused on the Catholic faith. Incorporating catholic prayers before meals.
- Provide a consistent drop off and pick up routine for parents and children.
- Ensure the schedule and routine of the day adheres to licensing requirements.
- Maintain sign in and sign out documents per licensing requirements.
- Schedule appropriate meal and snack times for the children.
- Ensure cleanliness of the children through washing hands and mouth throughout the day, especially after snacks and meals.
- Adhere to licensing and safety regulations regarding diaper changes and frequency of diaper changes.

## Maintain a clean and healthy environment

- Comply with licensing and safety regulations regarding the disposal of food and beverages.
- Adhere to licensing and safety regulations regarding the disposal of diapers and wipes.

- Create and maintain a routine of cleaning play and sleep areas in addition to the toys.
- In addition to the regular cleaning routine ensure these areas are sanitized when there is a confirmed contagious illness with one or more children.

#### **Child Development.**

- Support the parents with providing consistent age-appropriate development.
- Incorporate play-based learning for the children.

#### **Caring and nurturing environment**

- Provide positive responses to the children.
- Promptly address crying, hunger, and discomfort.
- Play with the baby during alert times, using age-appropriate toys that stimulate their senses.

#### **Effective Communication**

- Provide clear and positive communication with staff.
- Maintain positive and productive communication with parents.
- Comply with licensing and safety regulations regarding incidents and daily reports.
- Report any incidents to the Childcare Director.

#### **Work Schedule**

- This is a 30-40 hour per week position. Working Monday through Friday between the hours of 6:30 a.m. and 5:30 p.m.

#### **Education and Experience:**

- An associates degree with early childhood credentials.
- Five years' experience working in a childcare setting.
- Virtus - Protecting God's Children training.
- A solid understanding of age-appropriate activities for young children and child development.
- First Aid and Adult/Child CPR (training will be provided if needed).
- Excellent classroom management skills.
- Must be friendly, welcoming, and easily approachable to staff, parents, and have good telephone skills.