

## **Pre-School Teacher Job Description**

We are looking for a preschool teacher to provide developmentally appropriate learning experiences for preschoolers in a safe and supportive classroom environment.

### **RESPONSIBILITIES:**

- Plan and implement the daily programs to meet the individual needs of children.
- Maintain a healthy, safe, neat, clean, and appropriate learning environment.
- Maintain consistent schedules and routines.
- Direct other classroom staff and volunteers as appropriate.
- Participate in training activities as scheduled.
- Other duties as assigned.

### **QUALIFICATIONS:**

- Credentials in Early Education and Care Required, Bachelor's Degree Required

## **Pre-School Paraprofessional Description**

We are looking for a preschool paraprofessional with early childhood classroom experience to assist in a classroom part time.

### **RESPONSIBILITIES:**

- Assist children with getting settled in the morning.
- Escort and stay with children while in special area class.
- Maintain daily copying for the teacher.
- Prepare materials in advance for projects.
- Organize student materials.
- Lunch and other duties as assigned.

### **QUALIFICATIONS:**

- Credentials in Early Education and Care preferred.

**Interested candidates should send their resume, cover letter and references to:**

**Steven Ultrino  
St. Mary's Parish  
158 Washington St.  
Winchester, MA 01890**