**🌿 Position Description – Assistant Teacher**

**Location:** St. Catherine Little Saints Childcare – Valley City, ND  
**Reports To:** Lead Teacher and Childcare Director  
**Start Date:** May 15, 2025 (or sooner, depending on the needs of the center)  
**Schedule:** Part-Time and Full-Time Options | Hourly | $13–$16/hour (commensurate with experience)

**Position Summary:**

Assistant Teachers at **St. Catherine Little Saints Childcare** support the Lead Teacher in creating a **Christ-centered, safe, and nurturing environment** where young children can flourish in their **spiritual, social, emotional, and cognitive development**. This role is ideal for individuals who are passionate about early childhood education, have a trainable spirit, and wish to contribute to a collaborative, faith-based team.

**Responsibilities:**

* **Classroom Support:** Assist with daily classroom routines, activities, and lessons that integrate Catholic values and faith-based practices.
* **Childcare Assistance:** Engage with children during indoor and outdoor activities, ensuring they receive attentive supervision and support during snack times, play, and transitional periods.
* **Environment Maintenance:** Help maintain a safe, clean, and organized classroom environment in accordance with licensing and health guidelines.
* **Family Engagement:** Work with the Lead Teacher to communicate effectively with parents about child progress, behavioral observations, and daily updates.
* **Collaboration:** Participate actively in team meetings, professional development sessions, and training opportunities.

**Qualifications:**

**Required:**

* High school diploma or GED; prior experience in a childcare or early learning setting preferred.
* Willingness to obtain CPR/First Aid certification.
* A strong passion for working with young children in a faith-based environment and a willingness to learn and adapt.
* Excellent communication and teamwork skills.

**Preferred:**

* CDA credential or equivalent experience; certification in early childhood education is a plus.
* Familiarity with and commitment to integrating Catholic teachings into everyday classroom activities.

**Compensation & Benefits (Dependent on Hours Worked):**

* **Hourly Wage:** $13–$16 per hour (commensurate with experience)
* **Health Insurance:** Available for full-time employees
* **Paid Time Off (PTO):** Provided for full-time employees
* **Tuition Discount:** Full tuition discount for eligible school-age dependents attending St. Catherine Elementary School (for employees working 20+ hours/week)
* **Retirement:** 6% employer contribution for full-time employees after 1 year of employment and 1,000 work hours
* A collaborative and supportive work environment focused on professional growth and faith-based values

**How to Apply:**

Submit a **cover letter, resume, and three professional references** to:  
📧 **Beth Nadelin, Director** – beth.nadelin@k12.nd.us  
📞 **701-845-1453**