

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**