

Position Description – Full-Time Assistant Teacher

Location: St. Catherine Little Saints Childcare – Valley City, ND

Reports To: Lead Teacher and Childcare Director

Schedule: Full-Time (35-40 Hours/Week)

Wage: \$16–\$18/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:

- **Hourly Wage:** \$16–\$18 per hour (commensurate with experience)
- **Health Insurance:** Single plan coverage through Blue Cross Blue Shield ND
- **Paid Time Off (PTO)**
- **Childcare Discount:** Full tuition discount for eligible childcare-age dependents attending Little Saints Childcare Center through the **ND Workforce Benefit**.
- **Tuition Discount:** Full tuition discount for eligible school-age dependents attending St. Catherine Elementary School
- **Retirement:** 6% employer contribution after 1 year of employment and 1,000 hours worked
- A positive, mission-driven, faith-filled working environment
- Ongoing professional development opportunities

Note - *While you do not need to be Catholic to apply, we do ask that you respect the mission of Little Saints Childcare and the principles that guide our program.*

How to Apply:

To apply, please click the link in the drop down on our hiring page –or—click this link to the E-Job Application Page: <https://bit.ly/461DRdc>

Following your interview:

Please send a **cover letter, resume, and list of three professional references** to:

✉ **Beth Nadelin, Director** – beth.nadelin@k12.nd.us

Or call **St. Catherine School and Little Saints Childcare** at **701-845-1453**