

# Position Description – Assistant Teacher

**Location:** Little Saints Childcare Center – Valley City, ND

**Reports To:** Lead Teacher and Childcare Director

**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:

- **Hourly Wage:** \$13–\$16 per hour (commensurate with experience)
- **Health Insurance:** Single plan coverage through BCBS ND (Available for Full-Time employees)
- **Paid Time Off (PTO):** Available for Full-Time employees
- **Childcare Discount:** 100% tuition discount for eligible childcare-age dependents attending Little Saints Childcare Center through the **ND Workforce Benefit**. (Must work 25+ hours/week for eligibility).
- **Tuition Discount:** 100% 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.
- Ongoing professional development opportunities
- A collaborative and supportive work environment focused on professional growth and faith-based values

**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.*


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### 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](mailto:beth.nadelin@k12.nd.us)

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