



**Preschool Teacher**  
**St. Peter & St. Paul Catholic School, Alta Loma**  
**Starting \$15.78 hr. DOE**

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

**POSITION SUMMARY:**

The Preschool Teacher works under the direction of the Preschool Director/Principal to maintain, operate and manage a preschool class. The responsibilities of the Preschool Teacher include:

1. Prepare and execute written lesson plans that provide developmentally appropriate experiences for the children.
2. Observe and evaluate each child's progress, and provide a written report to the Preschool Director as requested throughout the year.
3. Maintain a classroom environment that is inviting, stimulating, clean, and free of health and safety hazards.
4. Constantly ensuring the safety, well-being, and development of the children through vigilant supervision and meticulous care.

**SUMMARY OF ESSENTIAL JOB FUNCTIONS:**

The essential job functions may include, but are not limited to the following:

1. Know and comprehend the rules, regulations, and policies of the California Department of Public Social Services (Community Care Licensing), the Diocese of San Bernardino, and the local school/parish, and assure that the preschool is in compliance with all these entities.
2. Be knowledgeable and supportive of the preschool's philosophy and program policies as outlined in handbooks.
3. Prepare and execute age appropriate written lesson plans that follow Curriculum Guidelines and support the development of the whole child.
4. Observe and assess each child's developmental progress through formal and informal evaluative tools. This is to be completed on a regularly scheduled basis throughout the school year.
5. Communicate regularly with parents through a variety of means: class newsletters, posted lesson plans, notes home, phone calls home, informal/formal conferences etc.
6. Assume responsibility for the cleanliness and safety of the individual classrooms and the overall school environment; inform responsible agencies if a problem exists.
7. Maintain Christian and professional standards in attitude, attire, and in verbal and written communication. This includes exhibiting knowledge and understanding of ministry within the Catholic Church.
8. Willing to provide toiletry assistance as needed.
9. Observe professional ethics and confidentiality in dealing with Administrators, Faculty, Parents, Students and Community.

## **QUALIFICATION GUIDELINES:**

1. Minimum of a high school diploma/GED (Associate of Arts degree or higher preferred).
2. Must comply with the educational and professional development requirements of the California Commission on Teacher Credentialing (as outlined in the Child Development Permit Matrix), and the Office of Catholic Schools in the Diocese of San Bernardino. Applicant must have at least 12 units of Early Childhood Education or Child Development. Once hired, the employee must pursue and meet the requirements for a Teacher Permit within a timely manner.
3. Must be in good health and shall be physically and mentally capable of performing assigned tasks.
4. Must be able to efficiently and effectively organize, multi-task, and problem solve.
5. Must be interested and able to work with children and parents.
6. Must demonstrate a knowledge of the developmental needs of children, along with a general knowledge of curriculum.
7. Must be a warm, caring individual, capable of handling children and stressful situations.

**EDUCATION/TRAINING:** Willing to further education as needed

**SPECIAL REQUIREMENTS:** Fulfill Diocesan requirements: PMFP classes as required; Safe Environment regulations, Diocesan Code and the CCL Code (two separate screenings), Health Screening report; TB clearance; Hepatitis B shots/waiver, Pediatric CPR and First Aid certification, Preventative Health Practices certification and all required forms signed.

### **Send or Drop-Off Resume:**

St. Peter & St. Paul Catholic School  
9135 Banyan Street, Alta Loma, CA 91737  
(909) 987-7908

Attn: Kelly Burt, Principal, [kburt@sbdiocese.org](mailto:kburt@sbdiocese.org)  
Diana Armenta, Vice Principal [darmenta@sbdiocese.org](mailto:darmenta@sbdiocese.org)

**The Diocese of San Bernardino is an Equal Opportunity Employer.**