

TITLE: Transitional Kindergarten Teacher

REPORTS TO/SUPERVISOR: Principal

JOB TYPE: Full Time

POSITION SUMMARY

Assumption Catholic School is located in San Leandro, CA. The staff is committed to transforming Catholic education with an academically rigorous, flexible, accessible, and cutting-edge approach to education in the Diocese of Oakland. We are seeking a compassionate individual who wants to make a difference in the lives of children, while working in a warm, welcoming and vibrant community of students, staff, and parents. The individual should be able to foster expectations spiritually, academically, socially, and emotionally in the classroom. Assumption Catholic School's mission is a ministry of the Church of the Assumption. As a diverse community, we excel in academics and model Christ where each individual is safe, nurtured, respected and treasured, and the TK teacher is an integral piece of the school's mission and vision. Our TK program is offered 5 full days a week. The program focuses on the spiritual, social, emotional, cognitive, and physical development designed to prepare the child for kindergarten. The program is fully complemented with separate teachers for music, physical education, and library time. The TK teacher is responsible for the planning and implementation of the academic curriculum, as well as activities to include dramatic play, music, movement, and fine-motor skills to engage students in the learning process. The candidate should be flexible, possess patience, and a love for children along with a willingness to grow with them. On-going professional development is expected and in most cases provided. A teaching credential or one that is in the process of being obtained is preferred.

CHARACTERISTICS AND QUALIFICATIONS

The transitional kindergarten teacher should possess the following:

- A commitment to Catholic Education and its values; an understanding of Assumption Catholic School's mission and unwavering commitment to fulfill it.
- 3+ years of teaching experience preferred.
- An expectation that all students achieve at high academic levels.
- A high level of personal integrity and professionalism.
- Strong written and verbal communication skills.
- Technical expertise.
- Organizational skills.

RESPONSIBILITIES AND DUTIES

The description of tasks is not intended to outline every last detail of the transitional kindergarten teacher position. It will serve to give a general outline of the duties related to the job.

- Demonstrate working knowledge of child development ages and stages relevant to students at this grade level.
- Plan and implement quality instruction, which encourages students to be actively engaged in the learning process while meeting the Diocese of Oakland curriculum standards.
- Promote a positive classroom environment and demonstrate strong classroom management skills in order to create and maintain a learning environment that ensures high levels of learning for all students.
- Collaborate and communicate with students, parents, colleagues, and administrators to ensure the highest level of learning for all students.
- Communicates regularly with parents through conferences and other means to discuss students' progress and interpret the school program.
- Creates an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers.
- Maintains professional competence through in-service education activities provided by professional growth activities.
- Use assessment and evaluation to guide instructional decisions; maintain accurate, up-to-date records and communicate results to students, parents, and appropriate others in a timely manner with regard to student progress and performance.
- Perform professional duties efficiently, manage resources effectively, and meet deadlines set by the school.
- Perform other duties as assigned by the principal. These duties include, but are not limited to, recess duty, lunch duty, and dismissal duty.
- Participates in curriculum development programs as required.
- Participates in faculty meetings, committees and the sponsorship of student activities.