

## **St. Mark Little Tots/Child Care Program Job Description**

**Job Title:** Director of Little Tots/Child Care Program

**Exemption Status:** Non-exempt

**Department/Location:** St. Mark the Evangelist Church

**Reports to:** Pastor

**Primary Function:** The Director of Little Tots/Child Care is responsible for coordinating various programs associated with the discipline as well as teaching as necessary. While serving as a role model and leader, the Director must also have a genuine passion for leading children to a relationship with Christ in communion with the Catholic Church while implementing a faith based curriculum that is consistent with Diocese of Tucson standards.

### **Essential duties and Responsibilities:**

- Recognize and support the unique Catholic mission of the school and the parish.
- Speak, act, and instruct in a manner that is consistent with the teachings of the Catholic Church; be in full communion with the Church.
- Build a strong program of religious education in the Child Care Facility; manage classroom in capacity which reflects the Catholic nature of the Parish.
- Demonstrate leadership while building the Child Care Facility's faith community.
- Plan and participate in and religious activities as needed.
- Skillfully create and prepare cohesive lessons plans to implement stated goals and objectives using provided materials while incorporating school and diocesan curriculum objectives.
- Incorporate "fun", play and interactive activities to help develop language and vocabulary skills.
- Introduce scientific and mathematical concepts; strive to support and improve social skills.
- Plan and organize a range of individual and group activities including role play, movement, dance, singing, games, nature activities, arts and crafts.
- Utilize indoor and outdoor environment to provide positive and safe effective learning.
- Use creative and practical skills to prepare inspiring learning materials.
- Establish a consistent disciplinary approach which promotes self-direction and positive self-image in children.
- Establish and maintain a functional and pleasant learning environment.
- Work cooperatively with the administration, all staff members in promoting positive relationships with students, parents, and others.
- Manage all facets of the day-to-day operations of the Child Care Facility.
- Ensure compliance with all licensing regulations and meet with State Inspectors during site visits and resolve any issues resulting from the visits.

- Oversee preparation and accurate maintenance of records.
- Maintain a professional manner and demonstrate a sense of professional responsibility.
- Adhere to Diocese of Tucson Safe Environment program and guidelines regarding appropriate boundaries and compliance with current mandatory reporting law.
- Perform other duties as assigned.
- Work effectively with church staff and leadership.
- Possibly serve in related tasks as needed in office.
- Hours are negotiable. This position may be part or full time depending on skill range and interest in assisting and supporting additional responsibilities in church office.

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal school room environment. Have ability to successfully and lovingly manage multiple children at one time.

**Required Activities:** Walking, sitting, standing, stooping, reaching, talking, hearing, and carrying.

**Basic Qualifications:**

- A working knowledge of and a strong commitment to the mission of fostering lay leadership in the Catholic Church. If a baptized Catholic, must be a practicing Roman Catholic in full communion with the Church.
- General computer skills including internet research.
- Excellent communications skills including written, verbal, professional demeanor and personal appearance.
- Excellent leadership, human relations, and interpersonal skills; must be a self-starter, well-organized, and a team player.
- Available if needed for evening and weekend work as required.
- Demonstrate flexibility and follow direction.
- Perform multiple tasks simultaneously and with a sense of urgency.
- Exercise courtesy to fellow employees, parents, and all others.
- Successfully complete a criminal history and background check.

**Education and Experience:**

- Early childhood certificate from 2-year college.
- Minimum of 2 years experience working in a preschool or child care environment.
- Level I of the Diocesan Ministry Certification.

**Other:**

- Bilingual preferred
- Must be willing to obtain Arizona standard teaching certificate with early childhood endorsement