Position Title: Part-time Childcare Teacher
Department: Operations
FLSA Status: Non-exempt, hourly, Part-time position
Location: Lincoln, Nebraska
Reports to: Childcare Director
Date Created: January 2025

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to *grow* in holiness, *walk* in trust, *serve* with integrity, and *faithfully* proclaim the Gospel.

Position Summary: The Childcare Teacher at Catholic Social Services (CSS) must have a passion for working with and caring for young children. This individual will be responsible for providing daily care and activities that develop the whole child by building self-compassion, fostering learning through play and academics, and sparking imagination for learning.

Essential Functions:

- Assist in day-to-day operational activities of the classroom
- Maintain a welcoming Christian environment by treating all with dignity and respect.
- Guarantee a safe, clean, and healthy environment.
- Prepare each room for the daily arrival of children. Maintain cleanliness of the room throughout the day. Clean room at the end of each day.
- Be responsible for children's health, safety and physical needs.
- Monitor and supervise children ages six weeks to five years.
    - Infant Care includes ensuring that daily physical needs are met and that the emotional needs of each baby is met through talking, smiling, reading and playing.
    - Toddler and Preschool Care includes conducting classroom activities that promote social, cognitive and emotional growth.
- Instruct appropriate age groups with the teachings/prayers of the Catholic Church.
- Adhere to all state requirements in regards to care, environment, documentation, etc. including any required ongoing training.
- Assist with maintaining proper supplies.
- Maintain and foster positive and constructive interaction with children and parents.
- Work cooperatively with Catholic Social Services staff.
- Adhere to the personnel practices of Catholic Social Services and participate in the annual Diocesan Safe Environment Training.
- Represent, communicate, and integrate authentic Catholic Social Teaching in the delivery of all services and in every encounter.
- Other duties as assigned.

Preferred Competencies:
- Strong communication skills with both children and adults in order to meet the needs of the children, provide direction or information effectively to children, parents and colleagues.
- Good listening skills to understand parents' instructions and resolve any parental concerns.
- Patience and the ability to remain calm under pressure.
- Cooperation and teamwork skills.
- Problem solving and decision-making skills.
- Ethical and trustworthy.
- Ability to provide safety and security.

Qualifications:

Must be knowledgeable about the Catholic Church and support its moral and religious teachings. Must be 19 years of age or older. Minimum requirement is GED, Associates degree or Bachelor's degree in early childhood education or related field is preferred. Must have experience.

Additional qualifications include: Understanding of the responsibilities of a mandatory reporter and being certified in child first aid and CPR (training is available).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to lift 40 pounds, stand 95% of the day, assume postures in low levels that allow contact with children, bend, stoop, kneel, sit on the floor and have the agility to move from a seated position to a standing position promptly to respond to emergency situations. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Environment:

While performing the duties of this job, the employee is primarily indoors with outdoor activity available and encouraged yet determined by safe weather conditions. The noise level in the work environment is usually moderate.