



Holy Redeemer School
501 South Whitney St.
Marshall, MN 56258
Phone: 507 532-6642
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POSITION DESCRIPTION

Date: May 3, 2023

I. POSITION TITLE: HRS Preschool Assistant

Hours: 7 hours per day

- Work schedule to follow that set by Holy Redeemer Catholic School
- Additional attendance at special events may require evenings and weekends

Benefits: Employee benefits shall be those selected by the employee as customarily provided by the employer. Further information is available in the specific benefits documentation.

FLSA: Exempt

Reports to: Principal

Receives work direction from: Preschool Coordinator

Direct Reports: None

Provides work direction to: Assigned Students

Resource Person to: Assigned Students

II. PURPOSE OF POSITION

To provide assistance for all assigned preschool subject areas in accordance with the school parish mission and philosophy, handbooks, curriculums, and directions established by the principle and pastor.

The responsibilities listed below are representative of the job and are not inclusive. **Those preceded by an asterisk * are essential functions of the job.** Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

III. CHURCH EMPLOYMENT RESPONSIBILITIES

* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. **It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church.** Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

IV. REPRESENTATIVE RESPONSIBILITIES

- * Help create a productive, positive, and harmonious work environment.
- * Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all is taken care of in a professional and timely manner.

Regular Activities (Include, but are not limited to...)

- * Be present in the building at 8:00am and remain on the school grounds until 3pm unless requested to leave early is approved by the principal.
- * Demonstrate effective and appropriate student/classroom management skills.
- * Work collaboratively with other teachers and staff.
- * Participate in Faith formation programs and activities with students and colleagues including, but not limited to, liturgies, prayer services, daily prayer, and faculty prayer.
- * Maintain appropriate conduct in the classroom and throughout the school.
- * Supervise students in the following areas: classrooms, hallways, church, playground, lunchroom, bus duty, field trips, gym.
- * Accompany students to any special programs that are a part of the school day.
- * Make sure students get where they need at the end of every school day.

Instruction

- * Teaching in conformity with the Catholic faith and help students develop relationships with God, including praying for and with your students.
- * Infuse Catholic principles and values throughout the day.
- * Assist in instructing student's learning using a variety of methods and tools including, technology.
- * Assist in providing differentiated learning and best practices to meet diverse needs of students.
- * Reinforce skills and knowledge taught in specialist classes.
- * Share communications, both successes and concerns, with principal.

Administrative responsibilities

- * Maintain preschool assistant status eligibility according to the Minnesota Department of Human Services guidelines.
- * Attend in-service training and workshop as required.
- * Reinforce Catholic education and identity to school, parish, and local community.
- * Conduct behavior which is respectful, positive, and professional.
- * Review handbooks, policies, and other documents as needed.
- * Demonstrate professionalism during school and parish events and activities.
- * Attend school related activities outside of the regular school day as directed by the administration.
- * Complete on-going Safe Environment training as indicated on offer or information letter of employment.

Attend Meetings

- * Attend any meetings deemed necessary by the principal or pastor.

Organizational Goals

- * Must demonstrate a willingness to embrace the school and parish business, strategic and ministerial objectives, and show full cooperation with their implementation.
- * Demonstrate a willingness to embrace the needs of the whole child for all students.

Other Responsibilities

- Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by staff members assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required of the position. More detailed listings of duties and tasks are outlined in supplemental documents, such as policies.

V. COMPETENCIES

- Demonstrate good people, communication, and relational skills.
- Work well with others maintaining a positive, professional, and helpful attitude even in chaotic times.
- Well organized.
- Able to make decisions in a timely manner.
- Work without supervision and discern when supervision is needed.
- Recognize and maintain confidentiality.
- Demonstrate integrity and honesty.
- Problem-solve and deal with conflict and adversity.
- Attentive to details.
- Take directions from the Principal and/or Teacher and effectively complete processes and procedures as directed.
- Plan, organize and meet deadlines.
- Communicate effectively with parents, parishioners, staff, administrator, pastor, and community.
- Demonstrate an awareness of student development stages.
- Exhibit competence in age-appropriate instructional methods and knowledge of applicable subject matter.
- Possess patience with students at all times.

VI. MENTAL DEMANDS

- Keep a positive attitude throughout the day.
- Following instructions and complete tasks within appropriate timelines.
- Remain calm in even a hectic and chaotic environment.
- Remain calm when dealing with a conflict or dispute.
- Be present and focused on task at hand.
- Motivate students to learn.
- Keep principal and others appropriately informed.

VII. PHYSICAL DEMANDS

- Able to bend, kneel, stretch and reach above head at times.
- Lift and carry up to 15 pounds, using proper lifting and carrying techniques.
- Work up to 40 hours per week.
- Be aware of what is going on and respond appropriately.
- Fulfill total commitments of the teaching assistant requirements.

- Speak, see, hear, and appropriately respond to students, staff, and parents at all times.
- Move around for long periods of time.
- Stand for long periods of time.
- Use telephone, computer, including use of keyboard and smart body technology.

VIII. **WORK ENVIRONMENT**

- Indoor classroom setting.
- Outdoors at playgrounds, etc., in various types of temperatures and weather.

IX. **TRAVEL REQUIRED**

- Travel is required to attend special events, training and workshops, and meetings.

X. **JOB QUALIFICATIONS**

- High school diploma.
- Possess or have the ability to obtain and possess the Child Development Associate Credential or Teacher Status per DHS guidelines.
- Have appropriate related educational experience.
- Demonstrate evidence of teaching skills and class management techniques.
- Possess or be willing to develop, proficiency in technology skills as the position demands, including, but not limited to, the Internet, Microsoft Word, Excel and email.
- Hold appropriate qualifications, training, and experience to maintain teacher status in the area of preschool according to the Minnesota Department of Human Services.
- Fulfill all Safe Environment requirements of the Diocese of New Ulm and Holy Redeemer church.
- Pass a background check and complete VIRTUS training.

ADDITIONAL QUALIFICATIONS

- Valid driver's license.
- Current and valid vehicle insurance.
- Be knowledgeable and supportive of the Holy Redeemer Church and philosophy.
- Be active, knowledgeable, and supportive of the Catholic Faith and witness this to the community.
- Prefer an active, participating Catholic in full communion with the Roman Catholic Church.

XI. **EEO STATEMENT**

It is the policy of the Parish to provide equal employment opportunity to all qualified persons without regard to race, color, religion, creed, sex, marital status, disability, age, national origin, and status with regard to public assistance, and any other classifications protected by applicable law that do not violate teachings of the Catholic Church, as defined by the *Catechism of the Catholic Church*. Employment practices are intended to ensure that all individuals are recruited, hired, assigned, advanced, compensated, and retained on the basis of their qualifications. Exceptions to this nondiscrimination policy may be necessary when based upon a bona fide occupational qualification or in compliance with the teachings of the Catholic Church.

EMPLOYEE:

I have reviewed this position description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my position description will change.

Signature of Employee

Date

SUPERVISOR:

I have reviewed this position description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature of Supervisor

Date

Hire Date: _____