



ST. JOSEPH SCHOOL
Seattle's Jesuit Parish School

Employment Opportunity

Position: Preschool Assistant Teacher

Type of Position: Full-time & Part-time, Hourly, Non-Exempt

Job Summary

The Preschool Assistant Teacher is responsible for supporting the care and education of up to 20 children (ages 3 to 6 years). This collaborative role ensures that all community members experience a safe, clean, and welcoming environment that feels like a home away from home. Grounded in the Gospel's message of love and service, this role fosters a strong sense of belonging for all. In addition to nurturing growth and strengthening community, this role also ensures compliance with state licensing requirements. This role reports directly to the Preschool Lead Teacher.

Responsibilities

Student & Family Support

- Serve as a warm and welcoming presence for children and families.
- Ensure a safe and secure environment for families.
- Communicate effectively with students, families, and colleagues, adhering to school protocols.
- Maintain current and complete records as required.
- Participate in school-led community events.

Leadership & Care

- Support the Preschool/Pre-K team in providing individualized care, including feeding and creating daily schedules.
- Attentively implement developmentally appropriate activities using play-based methodologies to spark curiosity and facilitate learning.
- Celebrate and support each child's strengths and, as needed, incorporate tailored developmental support.
- Support the integration of the nature-based curriculum with daily outdoor activities, neighborhood walks, and moments of discovery.
- Ensure compliance with all licensing requirements and maintain a fully licensed classroom.
- Model faith-based, age-appropriate instruction, including Catholic, Jesuit traditions and values.

Collaboration & Professional Growth

- Partner with families and colleagues to build strong and supportive relationships.
- Collaborate regularly with the ELC team, including Lead Teachers, Kindergarten teachers, assistants, specialists, and facilities staff.
- Welcome guidance and feedback from Lead Teachers to form a cohesive and effective teaching team.
- Embrace ongoing professional development opportunities and lifelong learning as an educator.

General Support

- Monitor health protocols (including administering medicine as instructed), assist with minor injuries, and support emergency preparedness.
- Ensure that the working environment remains clean. This includes, but is not limited to, regularly wiping down surfaces, laundering duties, and spot cleaning.

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential.

- Assist with meal and snack preparation.
- Support the organization's collaborative culture—helping out where and when needed.

Required Qualifications

- Active MERIT account with up-to-date STARS documentation and a commitment to 10+ STARS hours annually.
- Completion of Childcare Basics Course (30 hours).
- Minimum of two years of teaching experience with children.
- Strong interpersonal, communication, organizational, and time-management skills.

Preferred Qualifications

- ECE Initial Certificate (12 hours) or higher.
- Early Learning Short Certificate (20 hours) from an accredited institution.
- Experience in nature-based learning environments.
- Familiarity with Google Workspace and Veracross.
- Knowledge of the Catechesis of the Good Shepherd.

Physical Requirements

- Standing for long periods.
- Sitting on the floor.
- Regularly lifting 25-40 lbs.
- Lifting and carrying children as needed.
- Walking in all weather conditions.
- Walking up and down stairs.

Compensation & Schedule

Hourly Rate Range: \$22-30.00 per hour, commensurate with experience and qualifications.

St. Joseph School provides a full range of benefits that include medical, dental, and vision insurance (based on FTE), health savings account, flexible spending account, life, AD&D, and long-term disability insurance, employee assistance program, retirement plan with generous employer contributions, paid time off, and professional development opportunities.

Work Schedules:

- **Full School Day Schedule** 6:45–3:15/9:00–5:30
- **Part-Time Schedules:** morning, mid-day & afternoon options

Application Process

Interested candidates should [submit their resumes via email to the Early Learning Center Director, Gabby Roffey](#).

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