

Diocese of Nashville

<https://dioceseofnashville.com/job/pre-k4-assistant/>

Pre-K4 Assistant

Description

Saint Ann School is seeking an energetic, dedicated, compassionate, and positive teacher who will assist in providing a nurturing environment for student growth and learning. This candidate should have strong communication skills and the ability to work collaboratively with students, staff, and parents while modeling dignity and respect for all persons.

Essential Duties and Responsibilities

The duties listed below are typically performed by an employee in this classification. They are not intended to be an exhaustive list of all responsibilities and activities required of the position, and other duties may be assigned as needed by the principal.

- Helps supervise children at all times to meet state ratios and requirements
- Follows routines and assists in providing positive guidance to promote student independence and learning at an age-appropriate level
- Contributes to a safe and secure environment for children
- Interacts with children and encourages their involvement in activities
- Clearly and effectively communicates in a manner that children understand
- Maintains confidentiality of all privileged information
- Assists in preparing classroom activities
- Assists in maintaining and organizing classroom supplies and materials
- Assists in supervision of toileting and bathroom times, may occasionally be asked to change diapers or assist with a bathroom accident
- Assists in supervision during mealtime and snack activities while being mindful of allergies
- Assists in supervision during support classes: PE, Library, Music, Spanish
- Attend professional development as required
- Respects and supports colleagues; works cooperatively with them
- Knows and follows the directives of the school/parish and diocesan administration

Qualifications

- Minimum high school diploma and 21 years of age
- Knowledge and acceptance of Catholic School philosophy, goals, and objectives
- Ability to maintain and respect confidentiality
- Regular work attendance

Physical Demands

The physical demands described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

- While performing the duties of this job, the employee is required to stand, walk, sit, climb stairs, reach with hands and arms, talk, and hear.
- The employee will also need to bend, stoop, stretch, squat, push, and pull.

Hiring organization

St. Ann School

Job Location

Nashville, TN

Date posted

May 5, 2025

Valid through

25.09.2025

Send a cover letter, resume, and three professional references to Anna Rumfola at arumfola@stannnash.org

Mental Demands

Caring for children can be stressful. Several situations may occur at once, and the employee must be prepared to handle accidents, frequent interruptions, and emergencies at any time.

Environmental Concerns

The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job.

- The employee will be working in a busy and occasionally noisy environment. There may be a number of activities and situations happening at once, and the employee will need to assist in supervising all students at all times

To Apply

Send a cover letter, resume, and three professional references to Anna Rumfola at arumfola@stannnash.org