

# Diocese of Nashville

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

## Pre-K Assistant

### Description

Holy Rosary 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, reporting child abuse and neglect when necessary
- 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

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements below represent the required knowledge, skill, and/or ability.

- Minimum high school diploma and 21 years of age
- Knowledge and acceptance of Catholic School philosophy, goals, and objectives
- Positive references and recommendations (minimum of 3)
- Clear criminal background screening
- Physical every 3 years
- Ability to maintain and respect confidentiality
- Regular work attendance

### Physical Demands

### Hiring organization

Holy Rosary Academy

### Job Location

Nashville, TN

### Date posted

April 17, 2025

### Valid through

31.07.2025

Send a cover letter, resume, and three professional references to  
Kristina Baker:

bakerk@holynosary.edu

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.

- The Pre-K assistant may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, and themselves
- The Pre-K assistant may at times be required to lift and carry children or equipment (up to 45 pounds) and may spend time sitting on the floor or child-sized furniture.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, climb stairs, reach with hands and arms, talk, and hear.
- The employee will also need to bend, stoop, stretch, squat, push, and pull.

### **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
- The employee may experience smells associated with toileting and children who are ill, as well as the smells of paint and other materials.
- Holy Rosary Academy is a smoke-free facility.

### **To Apply**

Send a cover letter, resume, and three professional references to Kristina Baker: [bakerk@holynosary.edu](mailto:bakerk@holynosary.edu)