



**St. Mary's Academy**  
**Employment Posting for Part-Time Pre-Kindergarten Teaching Assistant**

**Job Position: Lower School Part-Time Pre-Kindergarten Teaching Assistant**

**St. Mary's Academy Overview:**

St. Mary's Academy, located in Englewood, Colorado is Denver's premier independent, Catholic, co-educational Preschool to Grade 8 and all-girls High School. Established in Colorado Territory in 1864 by the Sisters of Loretto, we continue to be a forward-thinking educational leader focused on developing the whole child through rigorous academics, service-learning, and master staff committed to individualized attention and support. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre-Kindergarten to Graduation.

St. Mary's Academy is a close-knit community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development, and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students are likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation, or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

No job description could ever fully capture the dynamic nature of being a teacher at St. Mary's Academy. We offer this description as an overview of a teaching assistant's most basic responsibilities.

**Job Description:**

St. Mary's Academy is seeking a Lower School Part-Time Teaching Assistant for the 2023-2024 academic year in Pre- Kindergarten. This is a 18.5 hour per week, 10-month, exempt position reporting to the Lower School Principal. This individual will collaborate with team members, and support the organization by planning, organizing, and assisting in the implementation of an appropriate instructional program in a learning environment that guides and encourages students to develop and fulfill their academic potential.

Through regular conversations with principals, St. Mary's Academy teachers learn and understand their job responsibilities. It has been a hallmark of teachers throughout the history of St. Mary's Academy that their work goes beyond the classroom and includes not only the academic preparation of the student but also

the emotional, social, and spiritual development of students. Additionally, teachers at St. Mary's Academy are enthusiastic and energetic and will find support for new ideas and programs. One does not have to look far to find a helping hand at St. Mary's Academy.

**Major Duties and Responsibilities:**

- Responsible for assisting the lead teacher in the care and instruction of students.
- Support the lead teacher in the planning and implementation of daily lesson plans, monthly calendars, classroom newsletters, and daily communication to parents.
- Support the lead teacher in maintaining age-appropriate, consistent classroom routines and daily schedule.
- Assist in daily set-up and delivery of the program by organizing activities, snacks/meal service.
- Use positive behavior reinforcement and developmentally appropriate guidance strategies to encourage appropriate behavior.
- Develop and maintain positive communication with parents, children, and faculty/staff.
- Seek out continued professional development opportunities.
- Attend and participate in staff meetings, trainings, and site events as requested by the Principal.
- Attend work on a regular, reliable, and punctual basis; hours range 7:30 a.m. to 3:30 p.m.
- Maintain confidentiality in regard to staff, children, and family information.
- Demonstrate responsible, nurturing, and professional behavior at all times.
- Other tasks as assigned.
- Adhere to and support the mission of St. Mary's Academy.

All teachers are also responsible for a variety of duties and tasks throughout the day; the Principal will make these assignments and share them with the faculty. These tasks and assignments change as the needs of the community are determined.

**Desired Qualifications:**

- Must be twenty-one (21) years of age.
- Bachelor's degree preferably in Child Development, Early Childhood Education, Elementary Education, Child Psychology, or Special Education.  
OR  
Associate's degree in Child Development or Early Childhood Education and six (6) months of verified experience working with children in a child development program.
- Understanding of and appreciation for Lower School-aged students.

**Salary/Benefits:**

The salary range for this part-time (18.5 hour per week) , exempt position is \$ 15,750 annually. This salary will be prorated with the start date. St. Mary's Academy provides excellent benefits, including medical, dental, and life insurance, retirement, paid time off, paid sick leave, holiday bonus, tuition remission, and opportunities for professional development.

**How to Apply:**

Interested candidates should send a cover letter and resume to Lyndal Brookhart, Director of Human Resources, at [brookhart@smanet.org](mailto:brookhart@smanet.org). No calls, please.