



## **St. Mary's Academy Employment Posting**

### **Job Position: Extended Day Programs, Early Childhood Teacher (Before/Aftercare)**

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

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, Independent school offering rigorous academics across all divisions. SMA offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Preschool through graduation.

SMA is a close community where faculty and staff serve as role models for the students 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.

SMA is committed to recruiting and retaining a diverse faculty and staff dedicated to their profession and the well-being 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.

#### **Job Description:**

Early Childhood Teachers will provide instruction, supervision, and operational support for morning and afternoon programs serving our childcare center. This part-time position requires the completion and passing of several background checks and training, verifiable and adequate experience working with early childhood children, as well as an unparalleled ability to successfully work with supervisors, peers, families, and students.

#### **Major Duties and Responsibilities:**

- Early Childhood Teachers SHALL:
  - Arrive in a timely manner before students are present to help the director(s) set up for that program's morning and/or afternoon session. (7 AM to 8:45 AM and/or 3:00 PM to 6:00 PM).

- Proactively monitor and maintain the safety of all students and stakeholders at all times; including taking attendance regularly and ensuring that parents/guardians and other authorized individuals are properly signing in/out their child(ren).
- Continuously engage students in a fun and age-appropriate manner.
- Regularly create and lead group activities during that program's session.
- Help resolve disputes among students that are in line with our program's Lortetto Values and Positive Guidance guidelines.
- Assist students with homework during homework time.
- Complete all required training and background checks when they are due.
- Adhere to all of the rules and regulations as they have been outlined for childcare centers and school-aged centers by the Department of Early Childhood.
- Follow all closing procedures as they have been outlined.

**Qualifications/Requirements:**

Education and qualifications

1. An early childhood teacher, assigned responsibility for a single group of children and working under the supervision of a director, must be at least eighteen (18) years of age and meet at least one (1) of the following qualifications:
  - a. A Bachelor's, Master's, or Doctorate degree from an accredited college or university with a major area of study in one (1) of the following areas:
    - i. Child Development;
    - ii. Child Psychology;
    - iii. Early Childhood Education;
    - iv. Early Childhood Special Education;
    - v. Elementary Education;
    - vi. Family and Human Development;
    - vii. Family Studies; or
    - viii. Special Education;
  - b. A Bachelor's, Master's, or Doctorate degree from an accredited college or university with a major area of study in any area other than those listed above, and an additional two (2) three (3)-semester credit hour courses in early childhood education, with one (1) course as the following:
    - i. Introduction to Early Childhood Professions; or
    - ii. Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training Certificate of completion;
  - c. An Associate's degree (60 semester credit hours) from an accredited college or university in early childhood education or child development, which must include at least two (2), or three (3)-semester credit hour courses in either:

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- i. Introduction to Early Childhood Professions; or
  - ii. Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training Certificate of completion;
- d. A current professional teaching license issued by the Colorado Department of Education with an endorsement in the area of elementary education, early childhood education, early childhood special education, or early childhood special education specialist;
- e. A current early childhood professional credential level II or higher in version 3.0 as determined by the Department;
- f. A current certification as a child development associate (CDA) in: center-based, preschool; center-based, infant toddler; or family child care; or other Department approved credential;
- g. Completion of a course of training approved by the Department and published on the Department's approval list; and nine (9) months (1,365 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual;
- h. Three (3) months (455 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual; and the completion of eighteen (18) semester credit hours from an accredited college or university in early childhood education, with one (1) course as:
  - i. Introduction to Early Childhood Professions; or
  - ii. Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training Certificate of completion;
- i. Twenty-one (21) months (3,185 hours) of verified experience in the care and supervision of four (4) or more children less than eight (8) years of age who are not related to the individual. Satisfactory experience includes being a licensee of a Colorado family child care home, a teacher's aid, or teacher in a child care center, preschool, or elementary school. In addition, the individual must either:
  - i. Possess a current early childhood professional credential level I or higher in version 3.0 as determined by the Department; or
  - ii. Complete two (2) three (3) semester credit hour courses from an accredited college or university in early childhood education with one (1) course as either:
    - 1. Introduction to early childhood professions or has been issued the Child Development Associate (CDA) credential; or
    - 2. Early Childhood Guidance Strategies for Children or has been issued a Colorado Pyramid Model Training Certificate of completion.

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2. All course grades used for the early childhood teacher requirements must be a “C” or better.

**Salary/Benefits:**

The pay range of this position begins at \$25.00 per/hour for morning shifts and \$22.00 per/hour for afternoon shifts. Program leads are not eligible for benefits at this time.

**How to Apply:**

Interested candidates should send a cover letter, resume, and a list of at least three (3) professional references to Michael Kenny, Extended Day Programs Coordinator at [mkenny@smanet.org](mailto:mkenny@smanet.org) and Cam Monroe-Pagel, Early Learning Director at [cmonroepagel@smanet.org](mailto:cmonroepagel@smanet.org). No calls, please.