

# HOLY CROSS SCHOOL

CONGREGATION OF HOLY CROSS IN NEW ORLEANS SINCE 1849

## **Pre-Kindergarten Teacher**

*Job Announcement*

### **Position Summary**

Holy Cross School is seeking a Pre-Kindergarten Teacher for the 2026-27 academic year.

Ideal candidates will be experienced in early childhood development and committed to Holy Cross School's mission, purpose, and culture with excellent ability to be a positive ambassador and advocate for the school.

This is a full-time, 10-month position, August through May.

### **Qualifications**

A faculty member must hold at least a bachelor's degree from a college or university approved by a regional accrediting organization. A faculty member must hold or be working toward a valid teaching certificate for the State of Louisiana.

Other qualifications include:

- Experience working with young children in a classroom or childcare setting.
- Patience, creativity, and a passion for early childhood development.
- Excellent verbal and written communications skills.
- Ability to effectively manage a classroom and maintain a positive learning environment.
- Willingness to learn and adapt with desire to continue professional development.
- Excellent organizational skills and ability to prioritize and coordinate multiple tasks and activities.
- An ability and enthusiasm for promoting the school and its mission to a broad group of stakeholders.
- Excellent work ethic, positive attitude, and flexibility.
- Strong ethical standards, professional integrity, and personal accountability.
- Maintain confidentiality and exercise sound judgement.
- Must pass extensive background check.

### **Primary Duties & Responsibilities**

- Develop and implement lesson plans aligned with early childhood education standards.
- Foster a positive classroom environment.
- Support social-emotional development, including cooperation, sharing, and self-regulation.

- Observe and assess student progress; maintain accurate records and reports.
- Communicate regularly with parents/guardians regarding student development and needs.
- Manage classroom behavior using positive guidance techniques.
- Ensure the health, safety, and well-being of all students at all times.
- Collaborate with others to support student success.
- Communicate effectively, both orally and in writing, with students, parents, colleagues, and other stakeholders on a regular basis.
- Act in a professional and ethical manner at all times and comply with school policies, procedures, and expectations.
- Participate in faculty and department meetings, training, and professional development workshops.
- Attend in-school assemblies and school-wide Masses; actively participate in parent/teacher conferences, meetings, and other required school events, including but not limited to open house and graduation.
- Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating, etc.
- Perform other duties and responsibilities as assigned.

### **Compensation**

Salary commensurate with qualifications and includes a comprehensive benefits package.

### **To Apply**

Interested and qualified candidates should submit the following materials to [hr@hcnola.org](mailto:hr@hcnola.org):

- Cover letter expressing your interest and qualifications.
- Current resume
- An annotated list of professional references with contact information. References will be contacted only with prior candidate approval.

### **About Holy Cross School**

For more than 170 years, the Congregation of Holy Cross has served the New Orleans community as the premier college preparatory school for young men. Serving boys in pre-kindergarten through twelfth grade, we have seen generations of students grow from “Boys to Men.” Our development of boys to men centers on our overall educational philosophy in building the whole man: Mind and Heart, Body and Soul.

Holy Cross is fully approved by the Louisiana State Department of Education and accredited by the Cognia organization.