



Early Childhood Teachers and Aides

St. Theresa of Avila School is rooted in the Catholic tradition and serves students of diverse populations. Located on a beautiful campus in West Roxbury, Massachusetts, St. Theresa of Avila School has been educating the students of Boston and its surrounding communities since 1950. Our professional educators and staff provide a robust spiritual, academic and extracurricular environment for Nursery through 6th grade students. We highly value our employees and continuously work to provide professional development and support at all levels.

St. Theresa of Avila School is currently seeking Early Childhood Program Teachers and Aides to provide informed, engaged and play-based instruction to children in our Nursery, Pre-K 3 and Pre-K 4 classrooms. Our Teachers and Aides bring warmth, patience, and understanding to the classroom every day, encouraging children to learn and grow. They inspire children to be lifelong learners and are committed to creating meaningful relationships with children and their families. **Full and part-time positions are available.** These positions report to the Principal.

Responsibilities include but are not limited to:

- Create a safe, nurturing environment where children can play and learn.
- Partner with parents with a shared desire to provide the best care and education for their children.
- Create positive classroom atmosphere to encourage children to learn essential skills.
- Prepare and present a wide range of play-based lessons and learning activities; adapt and modify techniques and materials for effectiveness as necessary for children's interests.
- Provide support and guidance to children as they develop self-help/self-care skills such as self-feeding, hygiene and toileting, etc.
- Maintain accurate and complete student records. Maintain the confidentiality of those records.
- Communicate clearly, consistently and positively with parents via all appropriate mediums.
- Assist children in developing self-esteem and responsible behaviors; maintain student safety.
- Attend to assigned duties (i.e., lunch, recess, etc.).
- Attend faculty/staff meetings, in-service trainings and parent meetings. Participate with other faculty members in curriculum planning.
- Maintain current knowledge of early childhood educational research and trends; attend professional development conferences, seminars, trainings and in-service activities.

Qualifications:

- A genuine love for children and a strong desire to make a difference every day.
- Ability to build relationships with families and coworkers and create a dynamic environment where play and learning happens.
- Degree in Early Childhood Education or related field preferred.
- 2+ years of experience working with young children.
- Strong verbal and written communication skills.
- Positive, patient attitude.

Application Process:

Qualified candidates should submit a resume via email to Dr. Gretchen Hawley, School Principal at ghawley@staboston.org.