



## Diocese of Colorado Springs

228 North Cascade Avenue  
Colorado Springs, Colorado 80903

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Telephone (719) 636-2345 FAX (719) 866-6453

### ANNOUNCEMENT OF POSITION VACANCY

Location: **St. Katharine Drexel Catholic School**

Date Posted: **4/14/2022**

Closing Date: **Open until position is filled**

**Job Title:** After-Care Program Lead Teacher

**Work Schedule:** Part Time/10 hours a week/3:30-5:30, 5 days a week

**Date the position will become available:** 8/1/2022

**Minimum qualifications:**

- High School Diploma, preferably a College Diploma
- Early Childhood Letter (this may be obtained prior to working)

**Experience:** Some school experience preferred

**Summary of Job Duties:**

- Supervise and monitor children ages 2.5 to 6
- Respond appropriately to crisis or emergency situations that may occur
- Supervise and assist children with snacks and clean up
- Plan and lead activities of interest for students in care
- Keep classroom clean and organized
- Maintain licensure trainings, updates, and PDIS requirements
- Attend on-site and off-site professional development and meetings
- Attend after hours school functions such as back to school night
- Attend meetings, trainings, and appropriate professional development activities
- Complete administrative duties for the class including keeping attendance, computing accident reports, daily child report, etc.
- Work cooperatively with children, parents, and staff to ensure a professional & competent program.

**For more information on the position, please contact:**

Person: Mandi Lupher, principal/director

mlupher@paxchristi.org

School: St. Katharine Drexel Catholic School

Address: 10675 Jaguar Drive

Lone Tree, CO 80124

Phone: 720-419-0128

**Please submit your completed application online at:**

<https://form.jotform.com/92596730918167>