



## 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:** Preschool Aide

**Work Schedule:** Part time/ 11-27 hours a week, 8:00-1:30, 2-5 days a week

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

**Minimum qualifications:**

- High School Diploma
- 18 years of age
- Personable, professional, and enjoys working with children

**Experience:** Some school experience preferred

**Summary of Job Duties:**

- Assist teacher with preparation for class
- Preparing materials for class
- Making learning materials for the class
- Support discipline guidelines
- Recess, lunch and dismissal duty
- Student supervision
- Assist with classroom clean-up
- Carry out small/large group and/or individual instructional activities
- Basic clerical and organizational tasks
- Maintain licensure trainings, updates, and PDIS requirements
- Attend on-site and off-site professional development and meetings
- Attend after hours school functions

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

Person: Mandi Luper, principal/director  
mluper@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>