



Diocese of Colorado Springs
228 North Cascade Avenue
Colorado Springs, Colorado 80903

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

ANNOUNCEMENT OF POSITION VACANCY

Location: **Pax Christi Catholic Preschool**

Date Posted: **4/13/2023**

Closing Date: Until filled

Job Title: Preschool Aide

Work Schedule: Part Time/11-27 hours a week

Date position will become available: August 1, 2023

Salary range: starting at \$15.50/hour

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: Pax Christi Catholic Preschool

Address: 10675 Jaguar Drive

Lone Tree, CO 80124

Phone: 720-419-0128

Application can be found at: <https://form.jotform.com/92596730918167>