



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: Holy Apostles Preschool

Date Posted: April 2026

Closing Date: Until filled

Job Title: Teacher Assistant – Part Time (mornings; less than 20 hours per week)

Date position will become available: August 1, 2026

Salary range: \$15.20 hourly

Minimum qualifications:

- Prefer CDA and/or Associates Degree or higher in Early Childhood Education, Elementary Education, Special Education, Family and Child Development, or Child Psychology
- Prefer valid Colorado State Teacher's License endorsed in area of assignment or meet state qualifications for Early Childhood Teacher
- Personable, professional, and enjoys working with children and families
- Candidate must pass a background check and complete VIRTUS safe environment training

Performance Responsibilities:

Assist the lead preschool classroom teacher in the following:

- Share in the religious mission of the school
- Teach in a manner consistent with the academic, social, moral and religious teachings of the Catholic Church
- Student centered and student focused
- Use a variety of appropriate teaching strategies, instructional materials/activities, and teaching modes to accommodate a variety of learning styles and diocesan curriculum requirements
- Create a positive classroom environment by teaching and modeling Catholic values
- Ability to guide learning to increase student achievement using appropriate curriculum
- Excellent collaborative/learning skills
- Effective classroom management skills
- Excellent organizational and academic skills
- Energetic, creative, innovative, flexible
- Must work well within the Unified Catholic School system

Summary of Additional Expectations:

- Attend all meetings and/or trainings as required outside of normal contractual day

Experience: Preferred

For more information on the position, please contact:

Person: Kristi McGarry, Preschool Director

Email: KMcGarry@holyapostlescc.org

School: Holy Apostles Preschool

Address: 4925 N. Carefree Cir.

Colorado Springs, CO 80917

Phone: 719-591-1566

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

For more information about the job application process, visit our website here:

<https://www.diocs.org/Directory/Catholic-Schools/Career-Opportunities/Employment-Application-Process>