



ST. JOSEPH SCHOOL
Seattle's Jesuit Parish School

Employment Opportunity

Position: Pre-K Lead Teacher

Type of Position: Full-time, Hourly, Non-Exempt

Job Summary

The Pre-K Lead Teacher is responsible for the care and education of up to 20 children (ages 3-5 years). This collaborative leadership role ensures that all community members experience a safe, clean, and welcoming environment that feels like a home away from home. Grounded in the Gospel's message of love and service, this role cultivates a strong sense of belonging for all. In addition to fostering growth and strengthening community, this role includes supervising care team members and ensuring compliance with state licensing requirements. This role reports directly to the Director of the Early Learning Center.

Responsibilities

Student & Family Support

- Serve as a warm and welcoming presence for children and families.
- Ensure a safe and secure environment for families.
- Communicate effectively with students, families, and colleagues, adhering to school protocols.
- Maintain current and complete records as required.
- Participate in school-led community events.

Leadership & Care

- Foster curiosity and learning through developmentally appropriate activities focusing on fine and gross motor skills, language development, and social-emotional growth.
- Carefully curate developmentally appropriate activities using play-based methodologies to spark curiosity and facilitate learning.
- Celebrate and support each child's strengths and, as needed, incorporate tailored developmental support.
- Integrate nature-based curriculum with daily outdoor activities, neighborhood walks, and moments of discovery.
- Ensure compliance with all licensing requirements and maintain a fully licensed classroom.
- Model faith-based, age-appropriate instruction, including Catholic, Jesuit traditions and values.

Collaboration & Professional Growth

- Partner with families, colleagues, and support staff to build strong and supportive relationships.
- Collaborate regularly with the ELC team, including Lead Teachers, Kindergarten teachers, assistants, specialists, and facilities staff.
- Supervise and mentor the classroom assistants to form a cohesive and effective teaching team.
- Embrace ongoing professional development opportunities and lifelong learning as an educator.

General Support

- Monitor health protocols (including administering medicine as instructed), assist with minor injuries, and support emergency preparedness.
- Ensure that the working environment remains clean. This includes, but is not limited to, regularly wiping down surfaces, laundering duties, and spot cleaning.
- Assist with meal and snack preparation.

The mission of St. Joseph School is to create a faith-centered community that educates and inspires students to reach their God-given potential.

- Support the organization's collaborative culture—helping out where and when needed.

Required Qualifications

- Bachelor's degree or associate's in education, preferably with Early Learning Certification (completed by August).
- ECE Initial Certificate (12 hours) or higher.
- Completion of Childcare Basics Course (30 hours).
- Active MERIT account with up-to-date STARS documentation and a commitment to 10+ STARS hours annually.
- Practicing Catholic.
- Minimum of three years (three to five years preferred) of teaching experience with children in early learning through third grade.
- Strong interpersonal, communication, organizational, and time-management skills.

Preferred Qualifications

- Current and valid teaching certificate with an endorsement in early childhood education or early childhood special education.
- Early Learning Short Certificate (20 hours) from an accredited institution.
- Knowledge of the Catechesis of the Good Shepherd.
- Experience in nature-based learning environments.
- Familiarity with Google Workspace and Veracross.

Physical Requirements

- Standing for long periods.
- Sitting on the floor.
- Regularly lifting 30-40 lbs.
- Lifting and carrying children as needed.
- Walking in all weather conditions.
- Walking up and down stairs.
- Regularly pushing strollers.

Compensation

Hourly Rate Range: \$25-35.00 per hour, commensurate with experience and qualifications.

St. Joseph School provides a full range of benefits that include medical, dental, and vision insurance (based on FTE), health savings account, flexible spending account, life, AD&D, and long-term disability insurance, employee assistance program, retirement plan with generous employer contributions, paid time off, and professional development opportunities.

Full School Day Schedule 6:45–3:15/9:00–5:30

Application Process

Interested candidates should [submit their resumes via email to the Early Learning Center Director, Gabby Roffey.](#)

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