

OUR LADY OF GOOD COUNSEL PARISH SCHOOL

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Pre-Kindergarten Professional Assistant Monday thru Friday (7:45-3:15 PM)

We are blessed at Our Lady of Good Counsel Parish School (OLGC) in Plymouth, MI to have a beautiful mission to offer life-changing encounters with Jesus and equip leaders to transform the culture. We are called to foster holiness and serve as a center of evangelization and discipleship for students, families, and faculty.

ROLE SUMMARY

We are seeking a **Pre-Kindergarten Professional Assistant** to join our OLGC family. The candidate will thrive in a team environment with a desire to advance our mission.

With this in mind, we are asking each prospective member of our team to prayerfully discern:

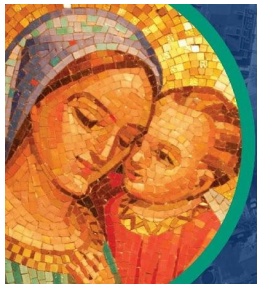
1. The mission and vision of the Archdiocese of Detroit to renew and reinvent our Catholic schools in missionary discipleship.
2. What it means to have a personal encounter with Jesus and live the faith.
3. What it takes for every staff member to build a cohesive team, culture of prayer, and regularly evangelize and disciple each other.

DUTIES AND RESPONSIBILITIES

- Be a joyful missionary disciple and support the mission of the school.
- Work with individual students or small groups to conduct instructional exercises assigned by the teacher.
- Provide orientation and assistance to substitute teachers when needed.
- Keep the teacher informed of any special needs or problems of individual students.
- Keep the teacher informed of any communication from parents.
- Uphold and enforce school rules, administrative regulations, and any licensing requirements.
- Assist in supervising students throughout the school day, both inside and outside the classroom, including elective classes.
- Assist in maintaining a neat and orderly classroom.
- Assist the teacher in preparing instructional materials and classroom displays.
- Participate in staff development training programs, faculty meetings, and special events, as needed.
- Perform other duties as assigned.

CRITICAL QUALITIES

- A love & passion for working with children (4 and 5-years old)
- A positive attitude
- High energy
- Self-starter
- Confident in multi-tasking



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QUALIFICATIONS

- High School Diploma or GED equivalency
- Early childhood education/experience
- Satisfactory criminal background check
- Completion of *Protecting God's Children*

DETAILS

- This position is full time
- This position is Monday thru Friday
 - 7:45 AM - 3:15 PM
- Reports to the lead teacher
- Requires approximately 37.50 hours per week
- Hourly rate
- Start Date: August 14, 2023

TO APPLY

Qualified candidates should submit:

- Resume
- Cover letter
- Statement of faith
- Listing of References

SEND TO: employment@olgcp parish.net

Subject Line: Pre-Kindergarten Assistant (attachments in PDF format only).

Deadline: Applications will be accepted until position is filled