



# SAINT FRANCES CABRINI PARISH

1025 South 7th Avenue; West Bend, WI 53095

262-338-2366

[saintfrancescabrini.com](http://saintfrancescabrini.com)

## Saint Frances Cabrini School Position Description

*This position description is intended to describe the general nature and level of work being performed by the person(s) assigned to this position. It is not intended to be an exhaustive list of all responsibilities, activities, and skills required of the job and people in the job.*

**Position Title:** K3 Morning Teacher

**Compensation:** Based on annual Archdiocesan personnel survey and personnel committee recommendation (hourly)

**Status:** part-time, exempt, 20 hours/week, 7:15-11:15

**Department:** Grade School

### Primary Function of This Position:

The K3 teacher will teach using the Wisconsin Model Early Learning Standards to educate our K3 students in the morning.

### Major Responsibilities and Regular Activities:

- Develop and maintain a constructive and ongoing rapport with children and parents
- Create and implement lesson plans that are fun and educational for the children
- Collaborate with other teachers to ensure that the school fosters an environment that is inviting and nurturing for every child
- Deliver reports on potential concerns about students as to management as needed
- Manage day-to-day classroom activities, including structured lessons, free play, bathroom breaks, lunch time and rest time for students
- Building students knowledge of Christ in the Catholic tradition

### Skills and Knowledge Required:

- Wisconsin Model Early Learning Standards
- Must hold or be willing to obtain a pre kindergarten or kindergarten license

**Supervision:** This position reports to the principal.

This position supervises none.

**Preferred Start Date:** August 22nd

Please submit cover letter, resume and references via email to Principal Will Waech

[wwaech@wbparishes.org](mailto:wwaech@wbparishes.org)

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**KNOW HIM. LOVE HIM. SERVE HIM.**

**SAINT FRANCES CABRINI SCHOOL**

262-334-7142

[school.saintfrancescabrini.com](http://school.saintfrancescabrini.com)

**LITTLE SAINTS EARLY LEARNING CENTER**

262-384-3210

[school.saintfrancescabrini/little-saints](http://school.saintfrancescabrini/little-saints)