

Little Hearts Part-Time Co-Teacher

The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for toddlers through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The part-time Co-Teacher as a Little Hearts faculty member is directly accountable to the Early Childhood Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and the life of the school reflect the *Goals and Criteria* of Sacred Heart education. S(he):

- Understands and embraces the Little Hearts educational philosophy. This philosophy includes offering a balanced curriculum combining the rich traditions of Sacred Heart with the developmental standards as well as integrating project work into the curriculum
- Agrees to be a team player who daily and weekly collaborates with her entire grade level team to share ideas
- Assists the teacher in planning and maintaining safe, clean, learning environment and in assuring the well-being and safety of the children in his/her care
- Maintains a cooperative attitude of working together with the Division Head, lead teacher, volunteers, and parents, in planning and implementing activities
- Agrees to be compliant to all licensing rules and regulations as stated in Bulletin 137
- Agrees to actively supervise as well as interact with children while on the play yard
- Agrees to travel with and supervise her students on days when her students have two enrichment classes. Co-teacher will share this duty with lead teacher
- Agrees to interact with children, prepare snacks, help students using the bathroom and changing their diapers when needed. Should be prepared to take on the role of lead teacher when needed
- Assists the lead teacher in assessing each child to determine the child's strengths and areas in which each child may need help
- Attends the following: chapels , liturgical functions, retreats, faculty, department and in-service meetings, assemblies, parent assemblies, conferences and other school functions, as requested
- Understands the school's philosophy as written in the Goals and Criteria, participates in the Christ-centered life of the school, and models the school's philosophy in working with students, parents, colleagues, and administration.
- Agrees to fulfill the terms of the contract of employment



Preferred Qualifications

- Bachelor's Degree
- At least two years of teaching experience in an early childhood program
- Commitment to project based learning

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.