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All Saints Catholic nurtures academic and personal excellence in all students while emphasizing Catholic values and service to others in Christ's name.

## Job Posting

Position: Montessori Preschool Teacher Assistant / Paraprofessional

Status: Full-Time Position (Non-Exempt)

Reports To: All Saints Catholic Schools President and Early Childhood Director

### Position Overview

All Saints Catholic Schools is seeking a caring and dependable Montessori Preschool teachers' assistant/paraprofessional to our Montessori-trained lead teacher and assist in creating a nurturing, engaging, and child-centered classroom environment. The ideal candidate will have a love for working with young children, a willingness to learn about the Montessori philosophy, and a collaborative spirit.

### Responsibilities

- Create and maintain a prepared Montessori classroom environment
- Guide children ages 2.5-4 in their individual learning journeys
- Observe, assess, and document student progress
- Foster independence, self-regulation, and a love of learning
- Maintain strong communication and relationships with families and the community
- Collaborate with colleagues to support a cohesive and caring school community
- Uphold the mission, vision, and values of the organization, the Catholic faith, and Montessori philosophy

### Education and Experience

- Completed at least two years of study at an accredited institution of higher education (equal to 60 semester hours); **or**
- Associate degree (or higher) from an accredited institution; **or**
- Meet a rigorous standard of quality and demonstrate, through passage of an approved formal state academic assessment in the following areas:
  - Knowledge of, and the ability to assist in instructing reading, writing, and mathematics; **or**
  - Knowledge of, and the ability to assist in structing reading readiness, writing readiness, and mathematics readiness, as appropriate.
- Montessori certification from an accredited program or willing to obtain
- Experience working in a preschool classroom
- Strong classroom management and communication skills
- CPR/First Aid certification or willing to obtain
- **Job Related Skills:** Demonstrate the ability to work independently without direct supervision and within a team setting. Demonstrate flexibility when working with staff, students, and parents. Maintain a professional demeanor when dealing with difficult situations.
- **Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior.
- **Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.



# All Saints Catholic

All Saints Catholic Schools  
217 S. Monroe St.  
Bay City, MI 48708  
(989) 892-2533  
ascbaycity.org

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- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## WORKING CONDITIONS

**Hours of Work:** Typical work schedule is during normal school hours. Some night and weekend work may be required.

**Nature of Work:** School/Classroom setting

- While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 15 lbs.
- Must be in classroom/assigned location at least thirty (30) minutes prior to the start of the school day and thirty (30) minutes after the school day concludes.
- Must be able to speak and/or stand for an extended period.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

## **Additional Requirements**

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

**Contact Information:** Email letter of intent, résumé, list of professional references and DOS application to:

### **Sarah Dowling-Anderson**

President of All Saints Catholic School

Middle School and High School Principal

217 S Monroe St

Bay City, MI 48708

989-892-2533

989-892-7188 (fax)

**Deadline to apply: May 20<sup>th</sup>, 2025 or until filled**