

# We're hiring!

## St. Paul the Apostle Catholic Church

152 Alabama Street  
Spartanburg, SC 29302  
864-582-6645

### First Steps 4K Instructional Assistant

1+ Years' Experience | Full Time

Are you interested in making a difference in the lives of young children? **St. Paul the Apostle Catholic Church is looking for a patient and compassionate teacher who has experience working with young children.** The First Steps 4K Instructional Assistant works directly with the Lead Teacher to provide developmentally-appropriate activities that encourage healthy physical, social, and emotional development for students.

#### RESPONSIBILITIES

- Adhere to the [First Steps 4K](#) Guidelines
- Follow all employer policies and procedures at all times
- Assist the First Steps 4K Lead Teacher with the development and execution of weekly lesson plans
- Foster a classroom environment of safety and respect
- Perform daily cleaning routines to keep facilities sanitary and safe
- Attend all required First Steps 4K and SC DSS trainings and obtain required continuing education hours.

#### BENEFITS

At St. Paul the Apostle Catholic Church our mission is to develop a community of confident students who love to learn. We are passionate about creating a nurturing, caring environment where all children can thrive. We are also committed to the well-being and growth of our teaching staff. We are proud to offer regular professional development opportunities to all Our St. Paul the Apostle Catholic Church staff.

#### REQUIREMENTS

- High school diploma or its equivalent
- Two years of documented experience working with children under the age of five
- Able to pass a Child Abuse and Neglect Registry background check

#### PREFERRED QUALIFICATIONS

- Two year degree with experience and training in early childhood education
- Completion of the Early Childhood Education Credential (EDC 101)
- CPR and First Aid Certification
- Experience working in a play-based environment

#### HOW TO APPLY

Send a cover letter and resume to

[imitro@stpaulschools.sc](mailto:imitro@stpaulschools.sc)

with the subject line:  
"First Steps 4K  
Instructional Assistant  
Application".

