



Diocese of Colorado Springs  
228 North Cascade Avenue  
Colorado Springs, Colorado 80903

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Telephone (719) 636-2345 FAX (719) 866-6453

**ANNOUNCEMENT OF POSITION VACANCY**

Location: Corpus Christi Catholic Academy

Date Posted: 2/5/2025

Closing Date: Until filled

**Job Title:** Preschool Lead or Assistant Teacher

**Date position will become available:** August 1, 2025

**Salary range:** \$30,000+ for full time, salaried

**Minimum qualifications:**

- Practicing Roman Catholic with a commitment to his/her faith
- High school diploma or equivalent
- Some school experience or working with children preferred
- Personable, professional, and enjoys working with children and families
- At least 18 years of age
- Basic clerical and organizational tasks
- Montessori background favorable

**Performance Responsibilities:**

- Supervision of students
- Preparation of materials and lessons for class
- Support discipline guidelines
- Supervise recess, lunch, rest time, and dismissal duty
- Assist with classroom and playground cleanup
- Carry out small and large group instructional activities
- Maintain licensure training, updates, and PDIS requirements
- Attend on-site and off-site professional development meetings
- Attend after-hours school functions as needed

**Summary of Additional Expectations:**

- Attend all meetings and/or trainings as required outside of normal contractual day

**Experience:** Preferred. **Lead teacher applicants must have Group Lead qualifications through PDIS.**

**For more information on the position, please contact:**

Person: Caitlin Prochaska

School: Corpus Christi Catholic Academy

Address: 2410 North Cascade

Colorado Springs, CO 80907

Phone: 719-632-5092

**Application can be found at:** <https://form.jotform.com/92596730918167>

**For more information about the job application process, visit our website here:**

<https://www.diocs.org/Directory/Catholic-Schools/Career-Opportunities/Employment-Application-Process>