



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

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

**ANNOUNCEMENT OF POSITION VACANCY**

Location: **Pax Christi Catholic Preschool**

Date Posted: **5/8/2024**

Closing Date: Until filled

**Job Title:** Preschool Aide

**Work Schedule:** Part Time/11-27 hours a week

**Date position will become available:** August 1, 2024

**Salary range:** starting at \$17.00-18.50/hour

**Minimum qualifications:**

- High School Diploma
- 18 years of age
- Personable, professional, and enjoys working with children

**Experience:** Some school experience preferred

**Summary of Job Duties:**

- Assist teacher with preparation for class
- Preparing materials for class
- Making learning materials for the class
- Support discipline guidelines
- Recess, lunch and dismissal duty
- Student supervision
- Assist with classroom clean-up
- Carry out small/large group and/or individual instructional activities
- Basic clerical and organizational tasks
- Maintain licensure trainings, updates, and PDIS requirements
- Attend on-site and off-site professional development and meetings
- Attend after hours school functions

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

Person: Jennifer Tucker, Director

JenniferTucker@paxchristi.org

School: Pax Christi Catholic Preschool

Address: 10675 Jaguar Drive

Lone Tree, CO 80124

Phone: 720-419-0128

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