



Holy Name Parish School

535 West Roxbury Parkway, West Roxbury, MA 02132
(617) 325-9338

About Holy Name

Founded in 1953, Holy Name serves students from pre-kindergarten through grade 6. Holy Name is located in West Roxbury, MA. Holy Name offers a rigorous academic program designed to educate the whole child.

Mission Statement

The Holy Name Parish School Mission is to engage students in a positive, challenging program. We encourage lifelong learning and the development of responsible, productive, faith-centered citizens of the world.

Central to our identity is a respectful Catholic community that integrates faith formation, a commitment to values, and the academic education of the whole child within a nurturing environment.

Position: Early Childhood Teacher

Essential Duties

- Serve as the lead teacher in either a three-year-old (nursery) or four-year-old (K1) classroom
- Develop a positive and productive relationship with the instructional aide
- Implement the designed curriculum and programs (academic, social-emotional, and religious/spiritual)
- Work collaboratively on curriculum development and instructional planning with partner teachers, grade-band colleagues, and instructional coaches
- Prepare classroom lessons and activities according to best practices for early childhood education and the school's instructional vision
- Adapt and modify techniques and materials for effectiveness as necessary under the guidance of administration or instructional coaches

Additional Responsibilities

- Create a safe, nurturing classroom utilizing the school's social-emotional learning program
- Monitor and report on student academic and developmental progress to parents
- Maintain accurate and complete student records and maintain the confidentiality of those records.
- Communicate clearly, consistently, and positively with parents via all appropriate mediums including in-person meetings
- Attend to assigned supervisory duties (i.e., arrival and dismissal, lunch, recess, etc.).
- Actively participate in faculty/staff meetings, professional development workshops, and faculty retreats

- Meet all professional development requirements set forth by the school, regulatory agencies, or partner programs
- Follow policies and procedures set forth by the school and parish in faculty/staff handbooks and manuals

Professional Dispositions

- Incorporate a whole-child educational approach into classroom teaching
- Utilize effective communication strategies with students
- A willingness to engage in meaningful collaboration with colleagues
- Be well-organized and able to meet timelines and deadlines
- Ability to handle sensitive, timely, and critical matters that require good judgment, respect, and discretion
- Maintain current knowledge of educational research and trends; attend professional development conferences, seminars, trainings and in-service activities

Qualifications

- BA in education or related field
- Early Childhood and Care Certification
- Prior teaching experience preferred in a school or daycare setting

Employment Status:

- Full-Time/Salaried/Exempt/Benefit-Eligible

Work Schedule and Calendar:

- The position works according to the academic calendar inclusive of professional development and opening/closing teacher meetings with availability beginning August 25, 2025.
- The daily schedule is outlined by the faculty/staff handbook.

Physical Performance Elements

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.