



Preschool Director Job Description – Oct 2018

SCHOOL MISSION:

St. Mary School is a Catholic learning community which actively models the full character of Christ. Our purpose is to educate the heart, mind, body and soul of the student and to develop the potential in each, giving glory to God.

JOB PURPOSE:

This position will serve as the Director of the St. Mary Preschool. The director will manage all aspects of the preschool program, including academic, enrollment, and financial matters. The director is hired by and directly accountable to the school principal. The director is expected to abide by the policies and procedures of the local school, the Archdiocese of Denver, and the Office of Catholic Schools. The director cooperates with the principal and staff in providing an environment that promotes the ministry of Catholic education.

REPORTS:

Direct Manager: School Principal

Spiritual Guidance: Disciples of the Hearts of Jesus and Mary

TO APPLY: Please forward resume and letter of interest indicating how you meet the job requirements to Jim Baker, Principal, at jbaker@stmarylitleton.com.

POSITION CLOSES: Friday, November 30, 2018 but screening and interviews may begin immediately.

TYPE: Full-time benefits eligible.

ESSENTIAL DUTIES:

Director duties include teaching part-time, hiring and supervising staff who work with 3 and 4 year old children, managing the program's budgets, and ensuring the program meets the children's social, emotional, educational and health needs. Work hours are 7:30 a.m. to 3:30 p.m., with additional hours during the week and over the weekend if needed.

We are in search of professionals who are capable of creating an engaging environment with developmentally appropriate activities. Looking for loving, kind, and patient professionals with an enthusiastic attitude. We are a Catholic school so candidates must have a thorough knowledge of the Catholic faith and be capable of teaching traditional Catholic prayers and faith lessons.

EDUCATION AND EXPERIENCE:

- Must meet CDHS Preschool Director requirements
- Teaching experience preferred (but not required)
- Complete Archdiocese of Denver Safe Environment Training.

COMPETENCIES AND QUALIFICATIONS:

- Be a fully initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043);
- Refrain from promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals;
- Effective supervisory skills;
- Effective listening and verbal communication skills;
- Must have the necessary background and training in early childhood education methods;
- Must have understanding of child development skills necessary to relate to the students being taught;
- Must have appropriate control and discipline techniques to successfully manage a classroom;
- Must work cooperatively with school staff and administration;
- Sound judgment and decision-making skills;
- Knowledge of and willingness to implement safety and emergency procedures;
- Positive references and recommendations;
- Complete necessary training as required by CDHS and the Archdiocese of Denver Office of Catholic Schools;
- Successfully complete CPR/1st aid training and Universal Precautions upon hire;
- Successfully pass a criminal background check upon hire.

PHYSICAL REQUIREMENTS:

- Requires lifting up to 40 pounds and carrying up to 40 pounds.
- Ability to execute appropriate safety and emergency procedures, including leading evacuations and providing basic first aid.

CODE OF CONDUCT:

The employee is expected to be a practicing Catholic in good standing with the Catholic Church and an active member of a Roman Catholic Parish.

As all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the teachings, goals and mission of the Church in performing their work. Every employee of St. Mary Catholic School/Parish is expected to:

- Model virtue and justice
- Create a warm, welcoming, positive and cheerful workplace for students, staff, and parishioners
- Foster respect and dignity of all, do not gossip, do not slander or malign others
- Embrace a spirit of docility, obedience, and accept the leadership and vision of the Pastor
- Maintain confidentiality in all aspects of the job
- Demonstrate reliability, punctuality and personal integrity, not allowing personal issues to interfere with managing work responsibilities
- Adhere to business professional dress code

Signatures and Approvals:

Review and Approval:

Pastor: _____ DATE: _____

ACKNOWLEDGEMENT AND APPROVAL:

NAME: _____ DATE: _____

PRINCIPAL: _____ DATE: _____