



ST. FRANCIS XAVIER PRESCHOOL DIRECTOR

JOB DESCRIPTION AND RESPONSIBILITIES

The St. Francis Xavier Preschool Director is responsible for the administration of the parish preschool program and supervising preschool staff members and volunteers. The Director provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social and spiritual growth toward a successful future. The Director is responsible for ensuring that all appropriate regulations are followed and the curriculum and environment are developmentally appropriate and safe for preschool-age children. This is a full-time salaried position covering 40 hours per week over 10 months. The Director reports directly to the Pastor of St. Francis Xavier Catholic Church.

QUALIFICATIONS

Qualifications are:

- To be a Catholic in good standing, active in their parish and be in full communion with and knowledgeable of the basic teachings of the Catholic Church. A pastor's recommendation will be required.
- To have a commitment to the mission of the parish and the parish's education ministry.
- To use professional and hospitable demeanor with all parishioners, visitors, vendors, contractors, and others.
- To be able to work collaboratively with the pastor, teachers, parish staff and parish-based committees in a team environment.
- To hold a bachelor's degree or higher in child development education, early childhood education or related field.
- To have a minimum of 3 years of successful work experience in a preschool setting.
- To have demonstrated competence in budgeting, supervision, evaluation, and communication in a private or public organization.
- To pass a background check.
- To be able to maintain appropriate confidentiality in all parish and parishioner affairs.
- To be proficient in the use of computer software programs for word processing, spreadsheet, and presentation used in the parish office.
- To be able to read, understand, speak and write effectively in the English language. A similar proficiency in the Spanish language would be beneficial, but not required.

RESPONSIBILITIES AND DUTIES

I. Preschool Program Administration

- A. Be knowledgeable of, support, and adhere to all policies and procedures of the Preschool and Diocese.

- B. Ensure that the program meets requirements for receiving and retaining necessary and appropriate state and Diocesan compliance and certification.
- C. Maintain Parent Handbook and educate staff and parents regarding contents.
- D. Maintain confidentiality regarding school matters.
- E. Maintain current and accurate student records, including but not limited to enrollment, immunization, emergency contact, medication and attendance.
- F. Work in collaboration with parish staff on parish bulletin and website communication and attend parish staff meetings.
- G. Manage costs to operate within the Preschool annual budget approved by the pastor and finance council.
- H. Administer two summer sessions.

II. Personnel Management

- A. Responsible for recruitment, hiring, training, evaluation and necessary termination of all paid employees and volunteers.
- B. Plan and conduct pre-service, in-service and ongoing training of staff and volunteers.
- C. Maintain Employee Handbook.
- D. Hold regularly-scheduled Preschool staff meetings.
- E. Maintain current and accurate staff records, including but not limited to certifications, attendance, sick/personnel/payroll, FBI/LRO, and professional development. Maintain employee personnel files in a locked cabinet in the preschool office; files need to be available when DHS representative visits. Parish Office also maintains a personnel file because of Diocesan requirements.
- F. Ensure compliance with Diocesan Safe Environment Policy.

III. Assures Quality Educational Program

- A. Develop an annual plan for the preschool, including preparation of curriculum, schedules and budget.
- B. Maintain a safe, functional and child-centered learning environment with developmentally appropriate materials.
- C. Choose and use appropriate materials and resources for students to engage in learning.
- D. Practice positive, consistent discipline.
- E. Responsible for planning and presentation of preschool tours, orientation and evaluation of potential families, and assists in the marketing, fundraising and recruitment efforts to achieve and maintain full enrollment capacity.
- F. Communicate with and contact parents on a regular basis.
- G. Be present in the building to greet children before and after classes begin according to school policy and find a substitute when absent.
- H. Demonstrate professionalism in dress and hygiene. By regular attendance, honoring schedules and deadlines, and organizing work, conduct school business in an effective and efficient manner.

IV. Facilities Management

- A. Coordinates with Custodial staff for classroom set-up and cleanliness requirements after weekend religious education program.

- B. Coordinates with Maintenance and Grounds personnel to ensure a safe learning and play environment; implements daily inspection of playground.
- C. Oversee purchasing of all supplies and equipment for preschool.
- D. Schedule alternate facilities for special events (dinners, church services, etc.).
- E. Maintain appropriate first-aid /medical equipment for students.
- F. Develop and implement emergency procedures, including fire drills, tornado drills, evacuations, and the like.
- G. Schedule regular inspections as required by the state, including fire marshal inspections, carbon dioxide checks and hazardous equipment storage.

V. Serve as ex-officio member of the Service and Advisory Board for Preschool Programs

- A. Meet with the Chair of the Board well in advance of any Board meeting to set the agenda for the meeting.
- B. Provide the Board with the necessary materials to facilitate the meeting agenda.
- C. Attend all Board meetings.
- D. Annually, provide the Board and the pastor with a written report on program activities. This report will include action taken on recommendations provided by the Board during the previous year.

VI. Other Relevant Duties as Assigned by the Pastor.