



St. Joan of Arc Catholic School

Job Description: Preschool Director

Position Description:

The Preschool Director shall provide oversight and management of the St. Joan of Arc Preschool Program. The Director shall ensure that the purpose and mission of the preschool as prescribed in the school's philosophy and mission statement is accomplished. The purpose of the preschool is to provide a high-quality early childhood experience in a developmentally appropriate way that includes educational instruction, interaction with peers, self-expression and exposure to, and participation in, cultural and religious activities.

The Director shall be responsible for ensuring that the preschool program provides a proper setting where the emotional, intellectual, physical, social, and spiritual needs of young children can be met. Through collaboration with the administration, fellow teachers, and families, the Director seeks to ensure that the program meets the educational needs of preschool children while providing them with a foundation for Catholic living in the future.

Reports to:

Principal

Major Responsibilities:

- Assume responsibility for the daily operations and schedules of the preschool program.
- Act as a liaison between the administration, preschool staff, and preschool families.
- Actively plan school-wide events including holiday programs, family activities, special guest speakers, on-site field trips, back-to-school events, and end-of-year celebrations.
- Ensure adherence to all policies and procedures set forth by the state of Ohio to ensure continuous licensing of the Preschool Program. This includes maintaining all student and staff files.
- Input data for any of the school wide programs that are implemented.
- Create and communicate a weekly newsletter to families.
- Purchase and deliver snack and supplies needed by the Preschool program.
- Ensure that all students are receiving services entitled to them and walk through the intervention process with teachers and families when needed.
- Build strong relationships with teachers in the program and ensure that they are continuing their professional development.

Qualifications:

Necessary qualifications include a dedication to the Catholic mission of St. Joan of Arc Catholic School and a Bachelor's degree in early childhood education or related field and/or the equivalent of education and work experience in a related field. The Preschool Director will have competency in Catholic education, along with strong organizational skills, and excellent communication skills. CPR and First Aid certifications and the ability to establish and maintain good interpersonal relationships with parents, children, and staff are also necessary qualifications. Computer literacy is required with the ability to use the Google suite of programs, some website design and data input.