

**Catholic Church of St. Ann
Director, St. Ann Preschool
Job Description/Specifications
Status: Part-time with Benefits/Exempt Position**

JOB SUMMARY

Provide oversight of the parish preschool program

DUTIES/RESPONSIBILITIES

- Set short and long-term goals for establishment and improvement of the preschool program.
- Be involved with all preschool decision-making including policies, curriculum, etc.
- Oversee daily preschool operations.
- Plan the yearly calendar including holidays, programs, and staff development days.
- Communicate the school's standards and support the staff in carrying out those standards.
- Stay current in early childhood education and administration through classes, workshops, and professional organizations.
- Develop and maintain health and safety standards as set by state and diocesan guidelines.
- Ensure compliance with diocesan Safe Environment requirements.
- Oversee registration process.
- Maintain accurate and complete student records.
- Plan and conduct parent orientations.
- Prepare student calendars and ensure distribution.
- Recruit, interview, and hire staff.
- Provide leadership and supervision to preschool staff.
- Develop and maintain staff records according to local records management policies and procedures.
- Plan and conduct regular staff meetings.
- Supervise the in-service training programs the staff receive.
- Oversee preparation of annual budget and submit to Pastor and Parish Administrator for review and approval.
- Maintain enrollment to meet budget needs.
- Develop an age-appropriate curriculum that balances structured play-based learning activities and meets diocesan guidelines.
- Provide regular reports as requested regarding the financial welfare of the preschool program.

REQUIRED EDUCATION, TRAINING, AND/OR EXPERIENCE

- Bachelor's degree in early childhood education, elementary education, or related field.
- Minimum of three years or experience in education/teaching or administration.
- Prior supervisory/management experience.

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KNOWLEDGE, SKILLS & ABILITIES

- Must be a practicing Catholic in good standing.
- Strong knowledge of the Catholic faith.
- Must have the ability to demonstrate high personal integrity.
- Proven ability to take a child-centered approach to preschool administration.
- Excellent understanding of the principles of child development and preschool educational methods.
- Strong knowledge of safety and sanitation guidelines for classrooms.
- Must have CPR/AED certification.

KNOWLEDGE, SKILLS & ABILITIES (continued)

- Detail-oriented and organized.
- Must have good oral and written communication skills.
- Strong computer skills with a working knowledge of Microsoft Office applications.
- Strong interpersonal skills.
- Must have the ability to multi-task.
- Successful completion of the Diocesan Safe Environment Program requirements.

WORKING ENVIRONMENT

- Work 12 months of the year.
- May involve some light cleaning.
- Must have a valid driver's license.
- Considerable physical activity more than 70% of the time.
- Requires heavy physical work: heavy lifting, pushing, or pulling required of objects up to 50 pounds.

COMMENTS

This position generally requires a work schedule of no more than 30 hours per week. The position requires a willingness and flexibility during work hours necessary to fulfill job responsibilities. The Employee is subject to personnel policies and procedures prescribed for all personnel.

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.). Based on established department or facility standards, the employee may not perform all duties listed in this job description.

EEO/AA STATEMENT

The Archdiocese of Atlanta does not discriminate in employment on-the-basis of race, color, sex, sexual orientation, national origin, age, disability, religion, or military status (except for certain positions which require applicants of the Catholic faith based upon bona fide occupational qualifications).