



Holy Family Catholic School

Marie Ubl
Principal

Christa Chase
Vice Principal

Holy Family Catholic School is a Preschool through 8th grade elementary school. We are dedicated to educating the whole child and seek dynamic teachers with a love of Christ and a desire to empower future leaders through academic, spiritual and social-emotional growth. We are accepting applications for the position of Pre-School director for the 2024-2025 school year.

Under the supervision of the school administration the preschool director serves the role of ensuring a safe and welcoming environment to the children. Other duties also include:

- Provide leadership to the preschool staff, fostering a positive work environment.
- Develop and implement policies, procedures, and programs that align with the preschool's mission philosophy.
- Maintain compliance with licensing and accreditation standards.
- Support and guide teachers in implementing best practices in early childhood education.
- Cultivate strong relationships with parents and families, ensuring open communication and collaboration.
- Organize and participate in events that involve families and the community, promoting preschool initiatives and achievements.
- Ability to work 11 months
- Check students records to ensure all are up to date with paperwork and vaccinations
- Create daily, weekly, and monthly schedules for teachers.
- Schedule weekly staff meetings
- Attend all faculty meetings, in services, retreat days, Parent Teacher Conferences, Back to School Night as well as other school events.
- Participate in the Religious Certification Programs
- Must have professional awareness about the role of technology in the 21st century.

Qualifications:

- Bachelor's Degree or higher in Child Development
- 12 semester units of Early Childhood Education or Child Development course work
- 3 semester units or four quarter units of supervised field experience in an early childhood education setting
- Valid Site Supervisor or Director Permit
- Position is 11 months