



# ST. NORBERT

## CATHOLIC SCHOOL

*Truth ♦ Service ♦ Family ♦ Peace*

### **JOB DESCRIPTION- Preschool Director**

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together.

#### **Responsibilities:**

##### Licensing

- Oversee licensing compliance in regards to all aspects of the Children's Center program and serve as the contact person for state and local regulatory agencies.

##### Administration

- Administrate and supervise the day-to-day operations of the preschool program
  - Determine schedules for students and staff.
    - Share weekly staff schedules with administration and staff, particularly so that staff can see when/if someone is out.
    - Keep a written record of absences for staff.
  - Maintain appropriate ratio at all times.
  - Ensure lunch breaks are scheduled and fall within the state of California hourly employee requirements.
  - If overtime is necessary, communicate to and approve with the principal.
- Serve as a liaison between the Children's Center program (staff, parents, etc.) and the principal.
- Maintain staffing by putting out job descriptions, interviewing, and hiring new teachers or aides when necessary.
- Create and submit a comprehensive yearly budget for the Children's Center.
  - Make purchasing recommendations to principal, and work within the prescribed Children's Center budget, proposing expansion/contraction of services when needed.
- Plan Children's Center events calendar and coordinate with the administrative assistant to make any facilities requests.

- Coordinate any necessary diocesan requirements for Loss Prevention, Risk Management, Insurance, etc. with principal.
- Implement the promotion and marketing of the Children’s Center in the community.
  - Maintain a focus on building enrollment numbers.
  - Create a calendar of events to publicize the Children’s Center, i.e., Play Dates, Play and Pray.
  - Link current events to marketing efforts, i.e., share “Donuts with Dad” on social media, in the bulletin, etc.
- Conduct any staff or parent meetings, open houses, back-to-school nights, etc. as necessary for the proper functioning of the Children’s Center program.
- Respond to email or phone messages in a timely manner.
- Utilize FACTS Admissions portal to track preschool inquiries, applications, and enrollment, reaching out to families and leading tours when necessary.

#### Instruction and Teacher Supervision

- Perform duties of a preschool teacher as required by enrollment numbers, including but not limited to lesson planning, instruction, assessment, etc.
- Supervise, direct, and correct staff in performance of their duties. Bring to the principal’s attention any staff performance concerns, particularly those requiring a formal reprimand.
  - Conduct formal teacher observations, providing constructive, written feedback for staff, especially if there are performance concerns.
  - Check preschool teacher lesson plans on a weekly basis to ensure curriculum expectations are being met.
  - Submit lesson plans to administration every Tuesday.
- Ensure that annual student assessments are conducted in a timely manner and promote early intervention and family-centered services where needed.
- Ensure that annual parent-teacher conferences are conducted in a timely manner, and that assessment of student progress is communicated with parents and staff as appropriate.
- Coordinate with the teachers in the grades above preschool regarding curriculum and instruction in order to ensure a smooth transition for students who are promoted from the Children’s Center program.

#### Miscellaneous

- Perform other position-related duties as assigned by the principal or assistant principal.

**Qualifications:**

The qualifications for the position of Director/Teacher follow the guidelines required by the State of California Department of Social Services Licensing Board, a minimum of:

- 12 semester units in child development to include Child Growth and Development; Child, Family, and Community; Curriculum.
- 3 of the 12 semester units in preschool administration
- At least four years of teaching experience in a licensed child care center or comparable group child care program.

**Position Type:**

- Non-exempt
- 40 hours/week

**Salary:**

\$25-\$35/hour, commensurate with education and experience in regards to diocesan guidance.