



BLESSED SACRAMENT SCHOOL

Westminster, CA

ASSISTANT PRESCHOOL DIRECTOR/TEACHER

Blessed Sacrament School is a Preschool through Eighth Grade Catholic school dedicated to providing an excellent Catholic education rooted in faith, academic excellence, and service. The Assistant Preschool Director/Teacher supports the administration and daily operations of the Early Childhood Program while serving as a classroom teacher. This position assists with licensing compliance, staff coordination, parent communication, and program implementation while fostering a nurturing, faith-filled environment that supports the spiritual, social, emotional, and academic growth of young learners.

Primary Responsibilities

Licensing and Compliance

- Assist with ensuring compliance with all California Community Care Licensing regulations and Diocese of Orange requirements.
- Assist with maintaining required licensing records, documentation, and reporting.
- Support the maintenance of staff files, student records, and facility compliance requirements.
- Assist with licensing visits, inspections, and corrective action plans as directed.
- Collaborate with school administration regarding risk management, safety procedures, and regulatory compliance.

Program Administration

- Support the daily operations of the Early Childhood Program.
- Assist with developing and maintaining student and staff schedules.

- Help ensure required teacher-to-student ratios are maintained at all times.
- Assist with staff coverage, substitutions, and break schedules.
- Maintain records of employee attendance and absences as assigned.
- Communicate staffing needs and scheduling concerns to the Principal.
- Provide direct classroom instruction and fulfill the duties of a Preschool Teacher.
- Assist with coordinating Early Childhood events, activities, and facility requests.
- Maintain effective communication with school administration regarding program operations and needs.

Family Engagement and Communication

- Foster positive relationships with families through regular communication and collaboration.
- Serve as a point of contact for Early Childhood parents regarding classroom and program-related questions.
- Assist with parent orientations, meetings, conferences, and special events.
- Encourage family involvement within the Early Childhood Program and broader school community.
- Address parent concerns in a professional, respectful, and timely manner and communicate significant concerns to administration.
- Promote a welcoming, faith-filled environment that supports strong school-family partnerships.

Catholic Identity

- Support and promote the Catholic mission and philosophy of Blessed Sacrament School.
- Foster an environment that reflects Gospel values and Catholic teachings.
- Encourage the spiritual development of students through daily prayer, faith formation, and participation in school liturgies, prayer services, and religious celebrations.
- Model professional conduct consistent with the teachings and values of the Catholic Church.

Classroom Instruction and Program Support

- Provide high-quality preschool instruction in accordance with the Early Childhood curriculum and developmental standards.
- Create and maintain a safe, nurturing, and engaging classroom environment.
- Prepare lesson plans and instructional activities that support the developmental needs of young learners.
- Monitor student progress and complete required assessments and developmental screenings.
- Communicate regularly with families regarding student growth and development.
- Collaborate with Early Childhood staff to support curriculum implementation and classroom consistency.
- Assist with mentoring new teachers and aides as directed by administration.
- Support classroom management and instructional best practices throughout the Early Childhood Program.
- Collaborate with Transitional Kindergarten and Kindergarten teachers to support student readiness and successful transitions.

Additional Responsibilities

- Attend staff meetings, professional development opportunities, and required diocesan trainings.
- Maintain confidentiality regarding students, families, and personnel matters.
- Maintain current certifications, training requirements, and professional qualifications as required by Community Care Licensing, the Diocese of Orange, and Blessed Sacrament School.
- Support school-wide initiatives and events as needed.
- Perform other duties as assigned by the Principal.

Qualifications

- Meet all qualifications required by the California Department of Social Services Community Care Licensing Division for a Preschool Teacher.
- Possess all credentials, permits, and training required under California licensing regulations.

- Minimum of 12 semester units in Early Childhood Education or Child Development, including:
 - Child Growth and Development
 - Child, Family, and Community
 - Curriculum
- Additional coursework of 3 semester units in administration or supervision is preferred.
- Three or more years of experience in an early childhood program is preferred.
- Prior experience in a lead teacher, assistant director, or leadership support role preferred.
- Practicing Catholic preferred; commitment to supporting the mission and values of Catholic education required.
- Demonstrated commitment to Catholic education and the mission of the Church.
- Strong organizational, communication, interpersonal, and collaborative skills.
- Experience working effectively with parents, faculty, and school administration.

Position Information

- Full-Time Position, Non-Exempt, Benefits Eligible
- Reports Directly to the Early Childhood Director
- Employment classification and compensation are determined in accordance with Diocese of Orange policies and applicable state and federal regulations.

Salary

\$26–\$32 per hour, commensurate with education and experience in accordance with Diocese of Orange guidelines.