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Director, Sunny Days Preschool/Daycare at St. Rose Catholic School
Job Description

Job Title: Preschool/Daycare Director

Job Summary: Saint Rose Parish is seeking a full-time Director of its Sunny Days Preschool, Daycare, and before and after school programs. The Preschool/Daycare Director fulfills the mission of the Parish by assisting the pastor and principal in overseeing the administration of the Catholic school daycare, preschool and before and after care programs. The director provides the appropriate learning atmosphere and activities designed to maximize student competencies and skills for intellectual, emotional, physical, social, and spiritual growth toward a successful future, as preschool/daycare staff members are often the first formal relationship a child and family has with a Catholic school. The director is responsible for ensuring that all appropriate regulations are followed and that the curriculum and environment are developmentally appropriate and safe for toddlers, preschool, and school-aged children. The director supervises any preschool/daycare staff members in conjunction with the principal.

Minimum Qualifications:

- Practicing Roman Catholic
- Minimum of a Bachelor's Degree in Early Childhood or related fields (Master's Degree preferred)
- Holds or is eligible to obtain appropriate licensing credentials
- 3 years or more experience in an early childhood setting (administrative experience preferred)

Accountability: Reports to the Pastor and Principal

Job Duties:

- Is knowledgeable of and supports and adheres to all policies and procedures of the school and Diocese.
- Respects the spiritual value of the students and is sensitive to the children's developmental level by providing a suitable environment.
- Acts as a caring adult role model by exemplifying in own actions the characteristics of Christian living.
- Establishes a respectful, caring, and supportive environment.
- Works varying hours to meet the needs of all programs.
- Maintains confidentiality regarding institutional matters.
- Plans for instruction and designs learning opportunities based on State of Ohio Early Learning Standards and adopted curriculum.
- Understand developmentally effective approaches to teaching, learning, and social development (i.e. play, small group projects, open-ended questioning, group discussion, problem-solving, collaborative learning, inquiry experience) and interacts with children while participating in activities
- Practices positive, consistent discipline in the management of each program.

- Chooses and uses appropriate material and resources, including the use of technology and 21st century skills, for students to engage in learning and development.
- Maintains current and accurate records.
- Maintains a safe, functional and child-centered learning environment with developmentally appropriate materials.
- Communicates with and contacts parents on a regular basis.
- Continues professional growth by attending workshops, seminars, and/or inservice classes relevant to preschool, daycare, and before/after school programs.
- Demonstrates professional work habits by regular attendance, honoring schedules/deadlines, organizing work, and conducting assigned tasks in an effective and efficient manner.
- Responsible for planning and presentation of orientation and assists in the marketing and recruitment efforts of children for daycare, pre-school, and before/after care programs.
- Attends staff meetings as scheduled.
- Keeps the Pastor and Principal informed of areas of need and concern.
- Manages the Sunny Days Center budget under the direction of the Pastor and Principal.
- Supervises other preschool staff under the direction of the Pastor and Principal.

Knowledge, Abilities, and Skills:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of State of Ohio ODJFS and ODE Licensing Processes and Guidelines and State of Ohio Early Learning Standards
- Knowledge of subjects taught, instructional methods/strategies, and curriculum differentiation
- Knowledge of child development, learning, and behavior
- Able to manage student behavior in classroom setting
- Able to communicate effectively both orally and verbally
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in pacing and differentiating instruction
- Skill in motivating and engaging students in the learning process
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning
- Able to fill in for absent staff members

Required duty days/hours per fiscal year: Determined by Work Agreement or Contract

Salary/ Benefits: Determined by St. Rose Parish and the Diocese of Youngstown. Salary is commensurate with education and experience.

To apply: Please send completed DOY Administrative Application, cover letter, resume, and 3 references to Fr. Jordan Kelly, O.P. at frjordanstrosegirard@gmail.com.

Deadline: Applications will be accepted until Friday, July 28, 2023 or until the position is filled.