

ALL SOULS CATHOLIC SCHOOL
479 Miller Ave
South San Francisco, CA 94080

All Souls is seeking a Preschool Director who is willing to set up a new Preschool for All Souls Catholic Parish in South San Francisco. We are looking for an enthusiastic individual who will be instrumental in the development of the new "preschool program" opening in August of 2012. This forward thinking person will become part of the All Souls community as we move into our new facility.

Responsibilities: The Director position supervises the overall operations of the daily program.

Primary responsibilities include:

- Creating and maintaining a stimulating, effective school program including establishing of academic goals, creating the daily school program, serving as substitute teacher as appropriate, participating in school functions, interfacing with church in matters concerning the school, interacting with state licensing authorities, coordinating accreditation procedures, etc.
- Managing the day to day operations of the school (inclusive of curriculum, purchases, school facilities, administrative files, prospective families, communication with families, etc.)
- Developing and evaluating the staff
- Working with the parents and community including communication of school policies and parent participation requirements, community resource availability, parent education, etc.
- Is a member of the Parish Leadership Team
- Interfacing with the Parish Board and at Board meetings, capital request, budget management, etc.
- Developing and evaluating own knowledge, skills, and abilities through membership in appropriate professional organizations, attendance in continuing education courses as necessary, etc.

Qualifications for application include:

- Bilingual preferred
- Bachelor's degree with a major or emphasis in Early Childhood Education or Child Development and a teaching credential
- Minimum of 3 years supervisory/administrative management experience
- Minimum of 3 years teaching experience in the area of Early Childhood Education at a licensed child care center
- Current CPR and first aid certification
- Passionate about children and appropriate developmentally play based education and curriculum development
- A desire to build relationships with parents of the local community

Complete the Online Employment form on the School Website @ www.ssfallsoulsschool.org and submit your letter of intent addressing the responsibilities and a resume with 3 reference letters to:

Mr. Vincent Riener – Principal
All Souls Catholic School
Preschool Search Committee
479 Miller Ave.
South San Francisco, CA 94080
Phone: 650-583-3562
Email: principal@ssfallsoulsschool.org