

Diocese of Sacramento JOB DESCRIPTION

PARISH:	St. Joseph Parish -- Good Shepherd Catholic Church
POSITION:	Extension & Preschool Director
CLASSIFICATION:	Exempt -- FULL TIME
SALARY RANGE:	\$18,800 to \$41,000

SUPERVISOR: Principal of *St. Elizabeth Ann Seton Catholic School*.

Job Summary: The director of extension and preschool is the administrator responsible for the day-to-day operations of the extension program, and preschool ministry, for these parishes served by *St. Elizabeth Ann Seton*. The director will provide a safe environment for extended care, as well as serving as the child-development leader accountable for a preschool ministry for the whole child, which will lay a foundation for the comprehensive preparation of the child for kindergarten, and subsequent elementary education. The director has delegated authority from, and is directly responsible to, the parish school principal, who is responsible to see that the functions of administration, organization, and teaching, all serve to implement the goals and objectives of a Catholic philosophy of education in this Elk Grove community.

Essential Functions: Responsible for the success of the extension and preschool program, the director will perform the following essential functions:

- Recruit, select, hire and supervise staff to operate these programs.
- Participate in the formation, development and implementation of policies on admission, attendance and fees to be charged, along with the principal, and pastors of the two parishes. Furthermore, the director will prepare and maintain an extended care and preschool handbook enumerating all procedures and policies governing these ministry efforts.
- Gather and maintain all financial statistical information necessary to administer successfully these programs.
- Develop and monitor curriculum that is appropriate for a 3-year-old program and a 4-year-old (Pre-K) preschool program.
- Supervise the staff responsible for the operation of the extension and preschool program, and be involved in maintaining contact with other directors so as to improve the quality of our service ministry continually.

Minimum and Desired Qualifications:

- Bachelor's degree in early childhood development, education or similar discipline
- Education experience teaching in a preschool or similar teaching environment, with experience in Catholic education a desired experience
- Excellent organizational and managerial skills, with demonstrable interpersonal and communication skills, with the ability to relate to students, faculty and parents.

Extension & Preschool Director's Signature Date

Principal, *St. Elizabeth Ann Seton School*, Date