

Director of Preschool

St. Mark Catholic Church is seeking a full- time Preschool Director

This position is responsible for the planning and supervision of the day-to-day operations of St. Mark Catholic Church Preschool.

Successful candidates should have the following:

- Must be a practicing catholic and have commitment to the Mission of the Parish.
- Hold a Bachelor's or Master's degree in Early Childhood education or Elementary education or similar field.
- Oversee and maintain an age-appropriate program and curriculum for 3,4, & 5 yr. old's with emphasis on the Catholic faith and Kindergarten readiness skills to ensure high standards of education and religious training.
- Interviews, hires and supervises all teaching staff.
- Coordinates and executes a yearly enrollment process for returning and new students.
- Creates and maintains a yearly operating budget.
- Maintains a safe environment for the children and teachers.
- Purchase all supplies and equipment for yearly operation.
- Establishes and maintains effective communication with the Pastor, Priests, Staff, Teachers and Parents.
- Work with DRE in the sharing and maintenance of the classrooms.
- Update and revise The Parent Policy & Procedure Handbook as needed with new information or changes and distribute yearly to all families in the Preschool.
- Fluency in Spanish a plus.

A cover letter and current resume can be forwarded to: scott.bruno@stmarknc.org with an anticipated hiring in late May.