**Preschool Director**

Application Deadline Until Filled

**Contact: ​Erma Flores (510) 233-3080** [**eflores@csdo.org**](mailto:eflores@csdo.org)

Number of Openings: ​1

Salary: ​Depending on Experience

Length of Work Year: ​12 Months

Employment Type: ​Full Time

Site and Location: ​St. Paul School, San Pablo

**Job Description / Essential Elements:**

Position Description: Preschool Director Salary: TBD annually depending on experience. St. Paul School is seeking a Preschool Director with significant experience in early childhood education and a proven track record in managing a successful preschool or small nonprofit organization. The Director will provide leadership in developing and implementing educational, administrative, and financial strategic plans in conjunction with the school and staff. The Director is also responsible for all aspects of the day-to-day operations of the preschool. S/He will report to the Principal and is responsible for the school’s adherence to its mission and its educational and financial objectives.

**Requirements for Applying:**

Qualified candidates for this position will possess the following: ● Experience in school administration, nonprofit management, or related field. ● Associates degree with a major in child development and four years of teaching experience in a licensed childcare center OR a bachelor’s degree with a major in child development and two years of teaching experience in a licensed childcare center ● A Child Development Site Supervisor Permit issued by the California State Commission on Teacher Credentialing. ● Demonstrated leadership and interpersonal skills, including a proven ability to work with diverse groups of people.

We seek to provide a safe, accessible, Christ–centered environment that nurtures children as individuals, fosters social understanding, and serves as a vital part of its local community. In our spacious setting, we strive to cultivate growing children who recognize and respect their own worth and that of others. We affirm and impart Catholic values and in line with our values, seek to cultivate positive relations with people of all backgrounds.