

**Job Title:** Preschool Director, St. Victor, San Jose, CA

**Position Description**

St. Victor School is seeking a Preschool Director beginning in August. St. Victor has been in the Berryessa area for 53 years. We are a diverse community that is welcoming and faith-filled. From preschool through eighth grade we strive to educate children of faith, lifelong learners and caring and responsible citizen. Applicants should be passionate, energetic, and possess strong organizational and communication skills and want to uphold the mission of the school by being part of this rewarding ministry of Catholic education.

St. Victor Little Chargers Preschool takes a holistic approach to support early development, fundamental to the growth of each child. In partnership with its families, strives to foster a community of faith dedicated to living the mission of Christ. We commit ourselves to education the whole child through an environment that supports our schoolwide learning expectations.

**Requirements: (ie. education, good communication skills, evening/weekend hours, ability to lift 50 lbs.)**

Essential Duties & Responsibilities:

Supervision, Personnel and Compliance

\* Ensure that the preschool maintains compliance with all licensing regulations and Diocesan policies, including record keeping.

\* Supervise and formally evaluate all preschool staff.

\* Plan and provide staff development opportunities and training.

Curriculum and Instruction

\* Collaborate with teachers to plan instructional activities and lessons, which promote developmentally appropriate student learning.

\* Oversee and formally evaluate the curriculum and the instruction of the staff.

\* Teach, educate, and monitor children as needed.

Facilities and Safety

\* Monitor the safety of students, staff, and facilities.

\* Regularly inspect equipment and play areas to ensure safety and cleanliness.

\* Procure and use all required safety equipment and train staff on its use.

\* Review safety issues at each staff meeting.

\* Ensure that all staff is CPR and First Aid certified.

Marketing and Development

\* Promote the positive image of the preschool.

\* Work with the Development Director and Principal to market and advertise the preschool.

Qualifications:

Candidates should have at least one or more of the following qualifications:

1) High school graduation or GED and 15 semester units at an accredited college in specified early childhood education classes. Three of the required units shall be in administration or staff relations and 12 units shall include courses that cover the area of child growth and development; child, family and community; and program/curriculum and four years of teaching experience in a licensed center or comparable group child care program management experience.

2) Two years of experience is required if the director has an AA degree with a major in child development.

3) A Child Development Site Supervisor Permit or Child Development Program Director permit issued by the California Commission on Teacher Credentialing.

Additionally, candidates must have:

- Excellent verbal and written communication skills.

- Strong organizational and managerial skills.

Excellent interpersonal skills and ability to relate to young children, teachers, and parents.

- Ability to manage a budget

Perform related duties as required by the school principal.

Please e-mail (1) cover letter; (2) resume; (3) three professional references (with phone/email contact information and description of their relation to you professionally); and (4) your CA Child Development Site Supervisor Permit or Teaching Credential to: [pwolf@stvictor.org](mailto:pwolf@stvictor.org)  
Please note: only applications submitted in electronic format to the above email address will be considered. Candidates who are invited to interview will be contacted to arrange interview times.