

## **Job Opening for Preschool Director St. Gabriel Classical Academy and Montessori Preschool**

### **School Mission Statement:**

To assist parents in their sacred duty as the primary educators of their children. We do this by providing a challenging and integrated Catholic liberal arts education; focused on Truth, Goodness, and Beauty imbued with the rich traditions of the Catholic faith. Our goal is not only academic excellence but to form children as joyful and virtuous disciples of Christ.

### **Job Purpose:**

This position will serve as the Director of St. Gabriel Montessori Preschool. The Director will manage all aspects of the preschool program. The Director is accountable to the school principal. The Director is expected to abide by the policies and procedures of St. Gabriel and the Diocese of Colorado Springs. The Director cooperates with the principal and staff in providing an environment that promotes the ministry of Catholic education.

### **Duties:**

#### **Administration**

- Overseeing daily operation in the Montessori preschool
- Maintains policies and procedures for preschool operation
- Ensures school staff are fully compliant with the Diocese and CDEC regulations
- Facilitates preparation and implementation of parent teacher communications and conferences
- Serves as a liaison between St. Gabriel Montessori Preschool and St. Gabriel Classical Academy
- Assumes accountability for the preschool budget as it relates to the whole school
- Work hours are from 7:20 a.m.-3:20 p.m. with additional hours during the week and over the weekend if needed (Work over the summer part-time office hours if needed)
- Hiring and supervising staff who work with 3-6 year old children
- Ordering and purchasing supplies and snacks
- Coordinates the maintenance and cleaning of the preschool with the hired custodian(s) and the principal
- Maintains administrative paperwork to include FACTS, student files and records, PDIS, emergency drills, nurse visits, inspections, and employee paperwork
- Coordinates with inspectors, nurses and child care licensing specialists to maintain compliance with the state of Colorado
- Oversees the Catechesis of the Good Shepherd program to ensure children are receiving this instruction
- Ensures the safety of all environments
- Approves communication sent to students and families
- Updating and maintaining preschool flyers and marketing materials

### **Enrollment**

- Supports strategies to maintain existing students; recruit and grow/maintain enrollment
- Promotes a loving image of the school to existing and prospective families
- Interviews new children and meets with families for enrollment purposes
- Uses FACTS to track and respond to inquiries, applications, and enrollment
- Maintains student files, ensuring all documentation is present

### **Faculty**

- Supervise and evaluate all preschool staff
- In collaboration with the principal, set annual professional goals
- Conducts classroom observations and provide guidance as needed
- Determine personnel requirements
- Provide staff development opportunities or training
- Assist teachers with communication as needed

### **Educational**

- Provide a vision for the Catholic Montessori Preschool and any issues in early childhood
- Guide faculty in achieving educational excellence
- Oversee program and staff instruction
- Conduct classroom teaching and monitor progress in collaboration as needed
- Maintain school discipline policy in a consistent and respectful manner
- Collaborates with teachers and volunteers for special events in the Catholic Church and in the school
- Provide support for behavioral and learning issues in collaboration with the teachers

### **Competencies and Qualifications:**

- Be fully initiated into the Catholic faith and in full communion with the Catholic Church
- Must take an Oath of Fidelity to the Magisterium of the Catholic Church
- Must meet and complete CDEC Preschool Director requirements
- Early childhood experience or a related field
- Must have the necessary background and training in Montessori (and/or) early childhood education methods.
- Understanding of child development skills necessary to relate to the students
- Excellent communication skills including written and verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be well organized and a team player
- Proficient in use of computer technology, FACTS, Google Workspace and Canva
- Knowledge of and willingness to implement safety and emergency procedures
- Letters of Recommendation - (2 professional letters and 1 character reference letter)
- Ability to successfully complete a criminal history and background check

**Physical Requirements:**

- Requires lifting and carrying up to 40 pounds
- Ability to execute appropriate safety and emergency procedures, including leading evacuations and providing CPR and first aid

**Education and Experience:**

- Degree in Early Childhood or similar through an accredited university or equivalent qualification through CDEC
- Teaching experience preferred but not required
- Complete Safe Environment Training

**Compensation:**

Based on experience and qualifications

**To Apply:**

Please fill out our application here: <https://form.jotform.com/221157049623150>, including a resume, a letter of interest indicating how you meet the job requirements, and letters of recommendation.

Direct any questions to Holly Goodwin, Principal, at [hgoodwin@stgabrielcos.com](mailto:hgoodwin@stgabrielcos.com)

**Position Closes:** September 25, 2025