



Diocese of Colorado Springs  
228 North Cascade Avenue  
Colorado Springs, Colorado 80903

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ANNOUNCEMENT OF POSITION VACANCY

Location: **Pax Christi Catholic Preschool**

Date Posted: **4/14/2023**

Closing Date: When filled

**Job Title:** Preschool Director/Teacher

**Date position will become available:** July 1, 2023

**Salary range:** \$50,000-55,000

**Minimum qualifications:**

- Person of strong faith, actively engaged in faith community
- Must meet Colorado State requirements for licensing and certification for Preschool Director/Teacher
- Prefer degree in Early Childhood Education or Elementary Education, Special Education, Family and Child Development, or Child Psychology
- Must meet Colorado Department of Human Services Early Childhood Director/Teacher qualifications for a large center/preschool
- Technology proficient, especially with Microsoft Office Suite and educational software programs

**Performance Responsibilities:**

- Share in the religious mission of the school
- Teach in a manner consistent with the academic, social, moral and religious teachings of the Catholic Church
- Build a school culture that is child-centered and child-focused
- Possess the ability to differentiate instruction to meet the needs of all children
- Create a positive classroom and school environment
- Mentor and guide school staff, especially new teachers; build a positive team culture
- Employ effective conflict resolution skills with children as well as adults
- Evaluate and select developmentally appropriate curriculum
- Possess excellent organizational, communication, leadership, and academic skills
- Demonstrate excellent parent communication skills
- Be energetic, creative, innovative, flexible
- Attract volunteers and mobilize parent support to benefit the school, including fundraising activities
- Demonstrate/use a variety of appropriate teaching strategies, instructional materials/activities, and teaching modes to accommodate a variety of learning styles and diocesan curriculum requirements
- Work collaboratively with church staff to schedule events, reserve facility space, and integrate preschool families into community life
- Demonstrate excellent budgeting and financial management skills
- Accurately track enrollment and actively work to recruit new families and students
- Ensure the school is following all established safety and security protocols
- Work well within the Unified Catholic School system

**Summary of Additional Expectations:**

- Assume daily operations of Preschool Program including: building Catholic culture, hiring and evaluating staff, implementing curriculum, preparing and monitoring budget, enrollment, developing activities that result in the growth of the school
- Physical strength and endurance to provide bodily care to preschoolers, including lifting
- A warm and friendly personality

**Experience:** Prior experience working in an early childhood setting is a plus

**For more information on the position, please contact:**

Person: Linda Van Matre

School: Pax Christi Catholic Preschool (formerly St. Katharine Drexel)

Address: 10675 Jaguar Drive

Lone Tree, CO 80124

Phone: 720-419-0131

Email: lvanmatre@paxchristi.org

**Application can be found at:** <https://form.jotform.com/221157049623150>