



**Now hiring: Assistant Director, St. Francis Preschool and Early Childhood Extensions**

### **Introduction & Philosophy**

Our purpose is to provide an environment that will nurture and stimulate the development of the whole child. increase each child's knowledge and understanding of God. Surround each child with the feeling of God's presence in themselves, others and creation. Our curriculum will promote emotional, social, creative, physical, cognitive and spiritual development through: · a structured yet flexible classroom routine. Our emphasis will be on developmentally appropriate, experiential education that is safe, satisfying and fun for children in order to promote an eagerness for life-long learning and Catholic Christian living.

### **Assistant Director duties:**

- Assist program director in leading, teaching staff, supporting families and achieving enrollment, accreditation and operational objectives
- Partner with parents with a shared desire to provide the best care for their children
- Cultivate positive relationships with families, teachers, state licensing authorities and community contacts
- Serve in various roles throughout the program as needed

### **Skills, education and experience:**

- At least three years' experience in childcare, or two-year degree in early childhood education.
- Meet the DHS Requirements for Assistant position
- Excellent administrative, organizational, verbal, listening and communication skills required
- Be in compliance with the Diocesan Code of Conduct, Virtus training and Background Screening
- CPR and First Aid certifications, Universal Precautions, and Essentials Training within 30 days of hire
- Must be able to use a computer with basic proficiency, lift a minimum of 40 pounds and work indoors or outdoors

***This is a full-time position with benefits.***

***To apply, submit your resume to program director Heather Gunson at [hgunson@saintfrancisschool.org](mailto:hgunson@saintfrancisschool.org). She can be reached at 515-457-7167***