

## **PROGRAM DIRECTOR JOB ANNOUNCEMENT**

### **Summary:**

The Director of the Catholic Church of the Holy Spirit Child Development Academy (the “CDA”), under the leadership of the Pastor and collaboration with the Advisory Council, fulfills the CDA’s mission to provide a nurturing and safe environment for the development of children and families in our community through loving, Christ-centered, top-notch Catholic child care and preschool programs.

We are a vibrant, growing Catholic Church located in the Perdido Key area of Pensacola, Florida. We are seeking an energetic Program Director for our Child Development Academy with an understanding of the Florida Department of Children and Families (DCF), the Florida Catholic Conference (FCC) and The National Association for the Education of Young Children (NAEYC) accreditation standards. This is a unique opportunity to be involved at the inception of this important ministry of our parish. We are creating a state of the art early learning facility to benefit our parish as well as the community, serving students who range in age from 6 weeks to 5 years. We are projecting our grand opening for August 2018. We conduct operations at our center embracing each child as a unique individual to be actively encouraged to grow spiritually, emotionally, physically, socially, and intellectually.

### **Responsibilities:**

The Director, who is responsible for daily operations at the CDA, has a wide variety of responsibilities which are summarized below. These should not be construed as an exhaustive list of all required responsibilities, duties, and skills. The Director may be required to perform duties outside of normal responsibilities as needed and directed by the Pastor.

### **Administration:**

- Must be proactive in support of the CDA’s purposes, goals, policies, and programs with a strong practicing commitment to the mission of Holy Spirit Catholic Church and the Diocese of Pensacola-Tallahassee.
- Compliance with Florida Department of Children and Families and Florida Catholic Conference Accreditation Standards.
- Knowledge of the accreditation standards of The National Association for the Education of Young Children (NAEYC).
- Establish, review, and maintain policies on admission, attendance, fees, etc., and make updates to the CDA handbook with Advisory Council review.
- Register students.

- Maintain records, including registrations, attendance, accident reports, and medical records.
- Work with Pastor to prepare agenda for monthly Advisory Council meetings.
- Attend monthly Advisory Council meetings.
- Act as a role model for staff, parents, and children.
- Participate in continuing professional development on an annual basis to equal no less than 10 clock hours, provided by a qualified entity in such areas as approved by the Diocese of Pensacola-Tallahassee.
- Experience working directly with children whose ages are represented in the CDA for which the director has oversight.
- An understanding of the developmentally appropriate education for every early childhood classroom enrolled at the CDA.
- Lead the CDA's commitment to continuous improvement, including overseeing implementation, formal evaluation and revision of the curriculum as necessary in accordance with the directives of the Diocese of Pensacola-Tallahassee and the Florida Catholic Conference Accreditation Standards.
- Ensure the incorporation of Catholicism into daily curriculum and practices.
- Ability to communicate orally and engage parents, children and staff.
- Skill in making presentations to groups.
- Ability to collect, organize, and evaluate data and develop logical conclusions.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and maintain work related reports and files.
- Ability to handle confidential information.
- Ability to use a computer and related software programs.
- Ability to work effectively with others.
- Ability to administer CPR and First Aid.

### **Staff Development:**

- Considerable knowledge of teacher credentials and preparation.
- Considerable knowledge of staff supervision and developmental practices.
- Ability to train and develop staff in team and coordinated work.
- Ability to oversee the work of subordinate staff.
- Recruit, hire, supervise, and schedule teachers and employees.
- Establish and maintain job descriptions.
- Conduct evaluations of teachers.
- Maintain personnel files for teachers.
- Provide professional development for teachers.
- Conduct regular CDA staff meetings.

- Ensure adherence to policies regarding disciplinary procedures.

#### **Facility Management:**

- Provide a clean and safe environment for students.
- Adhere to emergency procedures and facilitate practice emergency drills on a periodic basis.
- Coordinate CPR and First Aid training for staff.
- Ensure food and nutrition standards are met.
- Ensure health and safety standards are met.

#### **Marketing & Development/Financial:**

- Represent the CDA in community venues.
- Forecast enrollment.
- Work with Pastor and Advisory Council to establish annual budget.
- Work within budget restraints.
- Provide newsletter and timely notices to parents via e-mails, text messages, and phone calls.
- Communicate CDA activities to the parish via the parish bulletin.
- Ensure the website is accurately maintained with current information.

#### **Qualifications:**

- A bachelor, or higher degree, from an accredited four year degree granting college or university in Early Childhood Education.
- Current State of Florida Director's Credential.
- A minimum of 9 higher education credits in administration, leadership, or management.
- A practicing Catholic.

#### **Compensation:**

- Based on Education and Experience.

#### **How To Apply:**

- Interested candidates should send a cover letter, updated resume, and the names, telephone numbers, and email addresses of three references (two must be professional) to Holy Spirit Child Development Academy at: [principalsearch@ptdiocese.org](mailto:principalsearch@ptdiocese.org).

