

Job Posting Form
St. Bernadette Church

Date Posted: 08/28/17

Send resume to: jevans@performancepros.net

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 30 Full-Time:

Job Title of Open Position: Early Childhood Academy (ECA) Director

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Bernadette Church Department ECA

Location Address: 5930 S. Abbott Rd, Orchard Park, NY 716-649-3090 FAX: 716-649-0211

Employer website: http://www.saintbopny.org/

Brief Job Description

The ECA Director supervises and manages all aspects of a kinder-prep program, including: hiring and training staff; ensuring compliance with NYS licensing regulations; developing and continually assessing curriculum; providing tours, hosting open houses and pursuing PR opportunities.

Qualifications: Required Education/Experience

- Degree in ECE required, Masters preferred
- NY Certification
- Minimum of 5-6 years documented professional experience with young children
- Current FBI fingerprinting background card (or the ability to obtain one)

Desired Skills

- Relates well to children and adults
- Is current on issues and trends in early childhood education
- Able to effectively motivate and evaluate staff

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **ASAP**