

Job Posting Form
St. Leo the Great Church

Date Posted: July 25, 2017

Send resume to: Valerie Kirchgessner
St. Leo the Great Church
885 Sweet Home Road
Amherst, NY 14226
vkirchgessner@littlelearnersamherst.com
Fax: 835-8997

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

Job Title of Open Position: PreSchool Director

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

Employer: St. Leo the Great Church Department Little Learners Academy

Location Address: 885 Sweet Home Road, Amherst, NY 14226

Employer website: www.littlelearnersamherst.com

Brief Job Description

The Director is responsible for developing and maintaining program content and policies. Ensures compliance with New York State regulations and diocesan guidelines. Provides a safe learning environment for the students. Responsibilities will include mentoring and reviewing staff performance.

Qualifications: Required Education/Experience

- Bachelors Degree in Education, Masters Degree preferred
- Properly certified with the State of New York
- Five years experience in Preschool program; at least one year supervising staff
- Ensure compliance with New York State Office of Children and Family Services Regulations

Desired Skills

- Outstanding leadership skills
- Well organized
- Effective communication and interpersonal skills

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **August 11, 2017**