

**The Church of the Guardian Angels  
Chaska. Minnesota  
For Guardian Angels Catholic Preschool**

POSITION DESCRIPTION

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**POSITION TITLE: Director of Preschool**

**Date:** February 26, 2025

**Position Begins:** Part-time, June 1<sup>st</sup> – July 31<sup>st</sup>, 2025, approx. 10 hrs./wk  
Full-time, August 1<sup>st</sup>, 2025

**FLSA Classification:** Exempt – Executive

**Reports to:** Pastor

**Direct Reports:** Preschool Teachers, Preschool Paraprofessionals, volunteers for preschool marketing, lunch, and playground supervision

**Provides work direction to:** Maintenance volunteer ministers.

**Receives work direction from:** Parish Business Administrator (maintenance and space usage).

**Works with:** Parish Business Administrator (Financial and Administrative matters),

**Resource Person to:** Parish Staff, Parish Facilities Committee, Parish Finance Council, Joint Parish Commissions other parish committees or organizations as requested.

**Scope:** Preschool serves Pre-kindergarten ages 3-5 years old, beginning in the first year with two classrooms of 20 students each with goal of expansion after the first year.

**This position is full time with eligibility for medical and retirement benefit.**

**Hours hired to work:** Beginning June 1<sup>st</sup>, 2025: approx. 10 hrs./wk  
Beginning August 1<sup>st</sup>, 2025: 40 + hrs./wk year-round

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**Purpose of Position:**

To help parents form young children in the love of Jesus Christ striving to achieve the goals of Catholic education for the youngest learners. To assume responsibilities of leading the preschool and its team by developing an appropriate learning and social environment, evaluating the needs of each young learner and establishing a positive relationship between the preschool and the surrounding community. To evaluate and report student progress and ensure compliance with the Minnesota Department of Human Services Rule 3 licensing requirements.

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**GENERAL RESPONSIBILITIES**

\*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the

mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. **It is required that this employee be an active, participating Roman Catholic.**

#### **REPRESENTATIVE RESPONSIBILITIES:**

- \*Be present where needed, ready for work as needed to meet responsibilities. Includes recognizing when situations require additional effort, putting in more time when necessary, providing an example of punctuality and attendance and generally ensuring all is ready and taken care of.
  - \*Help create a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork.
1. **\*Strives to achieve the goals of Catholic Education by teaching one class directly and by providing a good example to fellow teachers.**
    - Teaches and leads one class of 20 students, planning and executing activity and curriculum.
    - Implements the Catholic philosophy of education in one's own classroom and provides leadership to do so for other teachers.
    - Teaches and Promotes Gospel values and Catholic moral teachings, upholds the doctrinal teachings of the Catholic Church, and exemplifies Catholic living both in and out of the classroom.
  2. **\*Assumes responsibility for the leadership of the preschool.**
    - Collaborates with pastor to prepare and manage the budget, to manage marketing and enrollment, and to plan strategically.
    - Provides operational and philosophical leadership by supervising staff in establishing learning outcomes and educational objectives based on developmentally appropriate practices.
    - Supervises staff in providing daily instruction and learning activities appropriate to student needs. Oversees and provides lesson plans.
    - Oversees training and supervision of preschool staff, ensuring compliance with DHS-required staff qualifications and training hours.
    - Reviews curriculum materials and ensures alignment with Catholic values and Minnesota Department of Human Services requirements.
    - Implements demonstrated knowledge and understanding of developmentally appropriate practices, child development, and early childhood education standards.
    - Maintains licensure and accreditation in accordance with MN DHS Rule 3.
    - Ensures compliance with Minnesota Statutes, Chapter 245A (Human Services Licensing Act) and Minnesota Rules, Chapter 9503 (Child Care Licensing).
    - Monitors safety of students and staff by responding, leading, and adjusting to new situations where necessary.
    - Ensures that staff-to-child ratios and group size limits comply with DHS licensing standards.
    - Collaborates with parish staff to achieve the goals of the parish in outreach and evangelization, young adult and parent ministry, financial strength, and Sunday experience.
  3. **\*Leads preschool teachers, paraprofessionals and other volunteers collaboratively as a team.**
    - Plans and facilitates staff meetings in order to develop a collaborative staff and address issues.

- Leads and supports staff in creating a Catholic, meaningful, organized, and functional learning environment.
- Supports staff in developing an environment that promotes learning and social interaction.
- Ensures proper maintenance of attendance records, health and safety logs, and DHS-required documentation.

**4. \*Leads and supervises preschool staff in evaluating the needs and progress of all students individually.**

- Responds to teacher requests for help and guidance regarding individual student needs
- Consults with outside professionals as needed.
- Oversees and reviews observation and documentation on student development in order to aid in decisions that would help individual students.
- Develops a communication plan with parents regarding student development and progress for each student, including conferences, and supports staff in doing so.
- Ensures compliance with MN DHS developmental screening and assessment requirements.

**5. \*Supervises all preschool personnel.**

- Oversees hiring process for educational staff with final approval of the pastor.
- Provides adequate orientation and employee information for new staff members.
- Supervises ongoing education programs for teaching and support staff.
- Maintains an effective staff development program and reviews performance of each staff member at least annually.
- Establishes position descriptions and defined qualifications for each employee.
- Works with the Business Administrator to maintain and keep current personnel files and records for all preschool employees.

**6. \*Establishes positive school community relationships.**

- Works collaboratively in partnership with parents in every facet of the success of the school: promotion and marketing, parent communication methods, evaluation of student's development and progress, recruiting volunteers, etc.
- Leads the Coordination and promotion of school events and programs.
- Welcomes and works with other stakeholders to promote the preschool.

**7. \*Participates in professional development.**

- Maintains knowledge of current instructional practices.
- Attends and participates in diocesan-sponsored faculty meetings, seminars, and staff development opportunities.
- Participates in professional activities and seminars.
- Meets compliance with MN DHS continuing education requirements for childcare program directors.

**OTHER RESPONSIBILITIES:**

- \*Performs additional tasks identified as needed by the incumbent employee and/or assigned and approved by the pastor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by the staff member assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required for the position. More detailed listings of duties and tasks may be outlined in supplemental documents.

**The Responsibilities above preceded by “\*” are essential functions of this position.**

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization’s needs change, my job description will also change.

Employee’s signature \_\_\_\_\_ date \_\_\_\_\_

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor’s signature \_\_\_\_\_ date \_\_\_\_\_

**QUALIFICATIONS:**

- Bachelor's degree in early childhood education or a related field (per DHS Rule 3 requirements).
- Five years of successful teaching experience (per DHS Rule 3).
- Practicing Roman Catholic.
- Meets Essential Three Compliance for Archdiocesan Safe Environment (Safe Environment training, agree to a Code of Conduct, successfully complete a background check).
- Complies with further requirements of Minnesota Department of Human Services (DHS) licensing requirements for Preschool Director, including:
  - Required training in child development, health and safety, and supervision.
  - Meets annual continuing education requirements.
  - Ensures staff comply with DHS-mandated CPR, First Aid, and Abusive Head Trauma (AHT) training.
- Meets the National Association for the Education of Young Children (NAEYC) Credentials for Preschool Director.
- Demonstrated ability to implement a Catholic value system in the preschool and demonstrated knowledge of Catholic faith.
- Demonstrated skills in leadership, delegation, and empowerment.
- Demonstrated education and experience in the psychology of children.
- Demonstrated skills in marketing and development.

**MENTAL DEMANDS:**

- Model a professional, respectful, and positive attitude.
- Be adaptable and flexible, remaining calm and patient in chaotic situations.
- Utilize good judgment in daily encounters.
- Be open and honest while honoring and ensuring confidentiality in all applicable areas.
- Recognize and respect different views and facets of issues and work toward consensual resolutions.
- Provide clear and understandable direction to students, faculty and parents.
- Utilize strong organizational, communication, financial and leadership skills.
- Develop and maintain knowledge and skills to lead a successful school despite challenges.
- Attract and develop new staff and volunteers to support goals.
- Maintain a habit of good listening.
- Understand child development, the capabilities and limitations of different aged groups and individuals.
- Understand and maintain balance between parents, teachers and administration.
- Effectively communicate both orally and in writing.
- Effectively use computer technology including Word, Excel, Publisher, and some databases.
- Develop relationships with parishioners to promote the school.

**PHYSICAL DEMANDS:**

- Work 40+ hours per week; longer days, evenings and weekends as required
- Sit, stand, walk up and down steps.
- Lift office and curriculum materials up to 20 pounds using proper techniques.
- Be aware of surroundings and reactions of others. Respond appropriately.