



**Diocese of Monterey**

*Department of  
Catholic Schools*

[schools@dioceseofmonterey.org](mailto:schools@dioceseofmonterey.org)

(831) 373-1608

**Open Position: Preschool Director for 2025-2026**

|                       |   |
|-----------------------|---|
| <b>School</b>         | St. Angela's Preschool, Pacific Grove, CA |
| <b>Position Title</b> | Preschool Director                        |
| <b>Status</b>         | Full-time, Exempt                         |
| <b>Reports To</b>     | Pastor of St. Angela Merici Church        |
| <b>Salary</b>         | \$56,000 to \$72,000                      |
| <b>Start Date</b>     | August 1, 2025                            |

**Overview**

St. Angela's Preschool is a non-profit school solely dedicated to the Early Childhood Development and Education of children ages 2.5 to 6 years old. Our established Catholic pre-school program (since 1985) is staffed by loving, caring, and experienced teachers who work together in teams to create lessons, activities and events that promote the development of the whole child. All staff members meet licensing requirements for preschool teachers in the State of California. The school's current enrollment is approximately 60 students.

**Qualifications**

The Preschool Director must hold or be eligible for a Site Supervisor or Program Director Permit through the State of California by meeting the requirements. This may include an associate's degree with 24 semester units in early childhood education, or bachelor's degree in Early Childhood, Elementary Education, or related field.

*(Borrowed from Child Development Permits (California Teacher Credentialing); also found in Community Care Licensing division (CCL))*

**The Program Director will also:**

1. Have worked in a licensed early childhood setting for at least five years.

2. Be a practicing Catholic, in good standing with the church, who has knowledge and understanding of the Catholic faith.
3. Understand and be dedicated to the ministry of Catholic education.
4. Possess a Catechist Certification, or adhere to the minimum requirements as set by the Diocese of Monterey
5. Have two years of experience in preschool or childcare administration
6. Hold a current certification in Pediatric First Aid and CPR

**Key Duties:**

- Develops, implements, and evaluates the preschool's curriculum and policies.
- Ensures compliance with state and federal regulations (e.g., licensing, safety, child-to-teacher ratios).
- Hires, trains, supervises, and evaluates teachers and support staff.
- Maintains and regularly updates all school and student records
- Provides professional development opportunities.
- Schedules staff and manages conflicts or performance issues.
- Prepares and manages the preschool's budget.
- Handles billing and tuition collection.
- Seeks funding opportunities or grant writing.
- Manages student admissions, enrollment, and waitlists.
- Builds positive relationships with parents and guardians.
- Communicates regularly through meetings, newsletters, and updates.
- Ensures the preschool environment is clean, safe, and well-maintained.
- Coordinates maintenance, repairs, and upgrades as needed.
- Works with the pastor to facilitate all aspects of school organization.
- Builds partnerships with local organizations or schools.
- Promotes the preschool to increase enrollment and visibility.
- Implements a school disaster and emergency preparedness plan, performs regular drills, and maintains emergency supplies and records.

**How to Apply:**

**Application deadline: Until filled**

**Position begins August 1, 2025**

Please email the following items to [danderson@dioceseofmonterey.org](mailto:danderson@dioceseofmonterey.org):

1. Letter of interest that aligns your skills and experience to the needs of the school, as you understand them
2. Resume with appropriate dates of experience
3. List of three professional references and their contact information (these will not be contacted without your knowledge and approval)
4. At least two recent professional letters of recommendation
5. Verification of currently valid certification(s)

After interview but before hire date, applicant must provide:

1. Official transcript(s) of college and university work completed
2. Evidence of freedom from active tuberculosis (TB) (This can be provided after the interview process but before hire date.)

**(Rev. 6/23/25)**