

ARCHDIOCESE OF SAN FRANCISCO
All Souls Catholic School
JOB DESCRIPTION

Title: Preschool Director
Report To: Principal of All Souls Catholic School & Pastor of All Souls Parish
Office / Dept. Department of Catholic Schools
FLSA Status: Full Time Exempt

JOB SUMMARY:

The Preschool Director is responsible for overseeing the daily operations of the preschool program and may be asked to collaborate with a Co-Director. The Preschool Director / Co-Director ensures the highest standards of early childhood education, safety, and care. This leadership position includes managing staff, supporting families, maintaining compliance with licensing and accreditation requirements, driving enrollment, representing the school positively in the community, and serving as a member of the All Souls Catholic School Leadership Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Leadership and Program Oversight

- Provide vision and direction for the preschool program aligned with the mission and values of All Souls Catholic School and the Archdiocese of San Francisco.
- Ensure a safe, nurturing, and developmentally appropriate learning environment.
- Supervise curriculum planning, classroom schedules, and teaching practices to maintain academic excellence.
- Ensure compliance with all applicable regulations and licensing requirements by the Licensing Department of Social Services.
- Attend required meetings and professional development for Preschool Directors through the Archdiocese of San Francisco (ADSF).

Staff Supervision and Development

- Under the supervision of the school administration, hire, train, evaluate, and support preschool staff.
- Schedule and lead regular staff meetings and professional development as deemed necessary by the Archdiocese of San Francisco, and the California Department of Services; Community Care Licensing Division.
- Observe classrooms and provide instructional leadership and feedback.
- Secure qualified substitute coverage for staff absences, either personally or by coordinating with available staff or school administration. If using a temp agency, comply with all requirements of the Archdiocese of San Francisco for Independent Contractors.

Enrollment Management

- Monitor and manage student enrollment to meet or exceed capacity goals.
- Conduct tours for prospective families and communicate program offerings effectively.
- Maintain waitlists and follow up with inquiries in a timely and professional manner.
- Collaborate with administrative staff to manage enrollment paperwork and student records.

Marketing and Community Engagement

- Develop and implement a marketing plan to promote the preschool program to prospective families in coordination with the School Administration.
- Coordinate outreach efforts such as open houses, social media updates, parish bulletins, and community events in coordination with the School Administration.

Parent and Family Relations

- Foster open, respectful communication with parents and guardians.
- Address parent concerns promptly and thoughtfully.
- Schedule and conduct parent conferences, in conjunction with the school, usually in October and as needed.
- Promote family engagement in the program.
- Ensure the preschool uniform requirements are clearly communicated and aligned with the All Souls Catholic School dress code.

Operational and Administrative Tasks

- Oversee budgeting, purchasing and inventory for the preschool program in coordination with the school administration.
- Maintain accurate attendance, incident reports, and licensing records.
- Ensure readiness for inspections, audits, and accreditation visits.
- Attend leadership, faculty, and schoolwide meetings as necessary.
- Ensure compliance with all policies and procedures as directed by the Licensing Department of Social Services.

Other Responsibilities

- Serve as a member of the All Souls Catholic School Leadership Team.
- Take on duties as deemed necessary by the School Principal or Pastor.
- Uphold and promote the mission and Catholic Identity of All Souls Catholic School and Parish.
- Be available during the months of June and August for planning, preparation, and coordination with All Souls Catholic School.

Physical Requirements

- Ability to sit, walk, stand and climb stairs, alternating as needed and sometimes for prolonged periods of time.
- Must be able to bend, pull and also reach above shoulder level.
- Must be able to lift 25 Pounds

Rate

- Full Time Salary
- \$59,515 - \$74,000

PLEASE SUBMIT RESUME, COVER LETTER AND 2 REFERENCES TO:

Joseph Ryan, Principal
All Souls Catholic School
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South San Francisco, CA 94080
jryan@ssfallsoulsschool.org

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.