

Title of Job: Preschool Director

Organization: *Instituto Bilingüe Guadalupano Preschool*

Location: Diocesan Shrine of Our Lady of Guadalupe and Expiatory Temple of St. Francis Xavier Church, 2434 E. Admiral Blvd., Tulsa, OK, 74110.

Job Type: Ministerial, Full-Time (8:00 a.m. – 3:00 p.m.).

Reports To: Pastor

Requirement: Must be a practicing Catholic and proficient in English and Spanish.

Job Summary

The Preschool Director of the *Instituto Bilingüe Guadalupano* serves children ages 3 to 5, who seek to benefit from an initial educational experience in a bilingual environment enriched by the Catholic faith. This position is ministerial and requires a faith-filled, bilingual leader who is committed to providing a nurturing, Catholic-based early childhood education. The candidate should be passionate about preschool education, capable of leading a small team, able to create rapport with parents, children, and parishioners, and be dedicated to fostering both the spiritual and developmental growth of young children.

Key Responsibilities

Administrative & Leadership Duties

- Be punctual and maintain work hours according to contract and avoid unnecessary absences.
- Ensure that all spaces are clean and orderly at the end of each school day.
- Oversee and manage all preschool operations, including curriculum implementation, staff supervision, and student enrollment.
- Develop and uphold school policies and procedures that ensure a safe, engaging, and inclusive environment rooted in Catholic values.
- Recruit, train, and mentor preschool staff to maintain a high standard of instruction and care.
- Maintain open and effective communication with parents, staff, church leadership, and the local community.
- Manage school budgeting, resources, and facility needs responsibly.
- Ensure full compliance with state, local, and diocesan regulations for early childhood education.
- Cultivate a collaborative and faith-driven school culture focused on excellence and compassion.
- Keep all duties, records, and job requirements completed and up to date.
- Initiate and coordinate continued education of employees, completion of training courses such as Safe Environment, CPR, Emergency Preparedness or First Aid.
- Maintain confidentiality and sensitive information.

Teaching & Curriculum Development

- Plan and deliver age-appropriate, bilingual lessons that promote curiosity, creativity, and early academic success.

- Foster a classroom environment that encourages spiritual growth, social interaction, and hands-on learning.
- Track and assess student development, adapting instructional methods to meet each child's needs.
- Encourage positive behavior, empathy, and interpersonal skills through structured play and guided learning.
- Communicate regularly with parents regarding their child's academic, emotional, and spiritual progress.
- Integrate Catholic teachings, values, and traditions into daily instruction and school life.
- Engage in professional growth opportunities relevant to early childhood education.

Qualifications & Skills

- Must be a practicing Catholic committed to upholding and teaching the faith.
- Bilingual in English and Spanish; fluent in both instruction and communication.
- Experience in early childhood education, educational leadership, or related field.
- Minimum 2 years of experience in education, preferably early childhood education and/or administration (preschool experience preferred).
- Familiarity with Catholic education, liturgical calendar, and age-appropriate faith formation.
- Completion of VIRTUS training for child protection and safety.
- Strong leadership, team-building, and interpersonal skills.
- Excellent verbal and written communication.
- Ability to manage both classroom and administrative responsibilities effectively.
- Computer knowledge, essential technological knowledge, and good communication skills.

How to Apply:

Please send your resumé to: office@stfrancisxavier-tulsa.org