

St. Mary of the Assumption Lancaster, Ohio
Lead Teacher for Preschool
Full-time

St. Mary Preschool is looking for an energetic and driven Lead Teacher for our Preschool and Kids CARE after-school program for the 2021-2022 school year.

Requirements:

- At a minimum, shall hold an undergraduate degree in the field of education, and preferably a master's degree in an education related field.
- Hold a State of Ohio Teaching License
- Recent and satisfactory FBI and BCI background checks
- Completion of Virtus Protecting God's Children Class
- Practicing Catholic preferred

Responsibilities:

Include but not limited to:

- The care and education of students ages 3-5 years old (enrollment may require Teacher to teach a 3-day morning class).
- Hiring, evaluation and in-servicing of all preschool staff members in accordance with Diocesan policies and state regulations.
- Maintain all health and safety inspections of the facility, assuring compliance with all state and local regulations.
- Manage student enrollment, placement, and withdrawals.
- Maintain all staff and student records in accordance with state regulations.
- Maintain all ODE preschool and SACC licensure compliance regulations.
- Maintain Preschool Step Up to Quality Accreditation and manage all regulations that it requires.
- Manage all invoicing and process all payments for PS and SACC.
- Assist all the preschool and SACC teachers in offering direction in the matters of student discipline, parent communication, and planning/instruction.
- Will report directly to the pastor, while maintaining a strong working relationship with the principal of St. Mary Grade School.

Interested candidates should submit a letter of interest and resume to:

St. Mary Church
c/o Father Eilerman
132 S. High St.
Lancaster, OH 43130

OR email creilerman@stmarylancaster.org