



Part-Time Administrative Assistant – Preschool Office



St. Mary Preschool, located at 1365 E. 49th Place in Tulsa, is taking applications for a part-time administrative assistant in the Preschool Office. The position would be 12:30 p.m. to 3:30 p.m. during the 2019-2020 school year. Organizational and computer skills are a must.

It is possible that a qualified applicant would also be considered to take the position as the full-time Preschool Director after the Preschool Director retires.

OCCSAA accreditation qualifications include:

1. A Catholic in good standing;
2. Minimum of Bachelors in Elementary or Early Childhood Education; and
3. Three years of full-time teaching experience of young children.

If interested, please send your resume to Carla.lechner@schoolofsaintmary.com.