



ST. MARK'S  
EPISCOPAL CHURCH

## St. Mark's Episcopal Preschool Director / Teacher

St. Mark's Episcopal Preschool is dedicated to providing a loving Christian atmosphere for children, with time for activities that acknowledge God's love. The curriculum incorporates play-based learning and utilizes play as a teaching tool in all areas of education. We provide a warm and safe environment, allowing children to learn and explore the world through play. Our focus is on all areas of children's development ... social, cognitive, emotional, spiritual and physical.

St. Mark's Preschool seeks a Director/Teacher who embraces the educational philosophy of the School. The position is part-time with days and hours to be determined. The Director/Teacher will support the Lead Teacher in student instruction during the week. The director is guided and supported by the board of directors and reports directly to the Rector.

### Director Essential Duties and Responsibilities

- Maintain proper records and requirements with the Texas Department of Family and Protective Services
- Maintain student and employee records in accordance with established requirements
- Maintain updated Parent Handbook and Employee Handbook
- Hire, mentor, support and evaluate a competent teaching team
- Recruit and enroll students
- Market and promote the School through direct communication with parents, social media and printed materials
- Prepare and present annual budget to Vestry for approval
- Manage budget within approved parameters
- Work with the Church on shared expenses and facility improvements or repairs
- Promote harmonious relationships among parents, faculty, students, and church staff and members
- Meet regularly with the Rector
- Meet monthly with the School Board
- Lesson plan in coordination with the lead teacher
- Understand child development and adequately empower staff through training and gentle redirection on developmentally appropriate expectations of children
- Must hold a preschool director license in order to qualify for this position or meet the qualifications to complete the licensure process before August 2022

## Teaching Duties and Responsibilities

- Planning and implementing activities to meet the academic, social, emotional, spiritual and physical components of each child
- Developing lesson plans, creating instructional materials, and providing individual and small group instruction using play-based instructional strategies such as inquiry, group discussion, and discovery - leaving room for emergent discoveries and wonder that may lead to unique learning experiences
- Translating lesson plans into learning experiences so as to best utilize the available time for instruction according to appropriate child development needs - leaving room in schedule for long periods of play
- Understanding or willingness to learn child development stages and positive discipline approaches in redirecting behavior
- Ensuring classroom is a respectful, safe, and secure learning environment
- Supervising students in out-of-classroom activities during the school day
- Assisting children with toileting needs as necessary
- Communicating with parents through approved social media giving daily individual and group updates
- Creating an effective environment for learning through functional and attractive displays, bulletin boards, and interest centers
- Selecting and requisitioning books and instructional materials
- Identifying student needs and cooperating with other administrative staff members in assessing and helping students solve health, attitude, and learning problems
- Keeping professional compliance as required by the Texas Department of Family and Protective Services (DFPS) including CPR and First Aid certifications and Safeguarding God's Children
- Participating cooperatively with the Rector in bi-annual review of performance reflected in job description (in conformance with guidelines provided in the Employee Handbook)

**\*\*Please submit any questions and/or resumes to our hiring committee representative, Elizabeth Barnard, at: [elizabethabarnard@gmail.com](mailto:elizabethabarnard@gmail.com)**

*St. Mark's Preschool does not discriminate in hiring on the basis of race, color, gender, age, disability, ethnicity, or national origin.*