



Office of  
Total Catholic Education

# Diocese of Colorado Springs

228 North Cascade Avenue  
Colorado Springs, Colorado 80903

Telephone (719) 636-2345 FAX (719) 866-6453

## ANNOUNCEMENT OF POSITION VACANCY

Location: St. Paul Catholic School

Date Posted: 4/13/18

Closing Date: Posted until filled

**Job Title:** Preschool Director/Teacher

**Date position will become available:** 2018-2019 school year

### Minimum qualifications:

- Person of strong faith and actively engaged in faith community
- Must meet Colorado State requirements for licensing and certification for Preschool Director/Teacher.
- Prefer degree in Early Childhood Education or Elementary Education, Special Education, Family and Child Development, or Child Psychology
- Must meet Colorado Department of Human Services Early Childhood Director/Teacher Qualifications
- Strong Organizational Skills

### Performance Responsibilities:

- Child centered and child focused
- Ability to differentiate instruction to meet needs of all children
- Create a positive classroom environment
- Ability to guide learning to increase student achievement using developmentally appropriate curriculum
- Meet state and local standards and be familiar with Core Knowledge
- Excellent collaborative/learning skills
- Effective classroom management skills
- Excellent organizational and academic skills
- Energetic, creative, innovative, flexible
- Excellent parent communication/collaboration skills
- Use a variety of appropriate teaching strategies, instructional materials/activities, and teaching modes to accommodate a variety of learning styles and diocesan curriculum requirements
- Must work well within the Unified Catholic School system

### Summary of Additional Expectations:

- Assume daily operations of Preschool Program including: building Catholic culture, hiring and evaluating staff, implementing curriculum, preparing and monitoring budget, enrollment, development activities that result in growth of school

**Experience:** Preferred

### For more information on the position, please contact:

Person: Jim Welte/Principal

School: St. Paul Catholic School

Address: 1601 Mesa Ave

Colorado Springs Co.80906

Phone: (719) 632-1846

**All licensed positions must be filled with Colorado certified teachers.**

**Please submit your completed application to: Diocese of Colorado Springs, C/O Marie VanRemortel,  
228 N. Cascade Ave., Colorado Springs, Co 80903**

09-01-04