

**St. Mary's Academy
Employment Posting for Lower School Faculty**

Job Position: Director of Junior Kindergarten

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Junior Kindergarten to Graduation.

St. Mary's Academy is a close community where faculty and staff serve as role models for the students in accordance with a mission to foster excellence in each child through academic achievement, spiritual development and service. The qualities of a strong work ethic, desire for personal growth, and commitment to life-long learning that St. Mary's Academy expects of students is likewise an expectation for faculty and staff. Each day, too, is an opportunity to live the Loretto School Values of faith, community, justice, and respect.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies (historically high school admission is open to women only), scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

No job description could ever fully capture the dynamic nature of being a teacher at St. Mary's Academy. We offer this description as an overview of a teacher's most basic responsibilities.

Job Description:

St. Mary's Academy is seeking a Director of Junior Kindergarten for the 2018-2019 academic year. This is a full-time, exempt position reporting to the lower school Principal.

Major Duties and Responsibilities:

- Building and growing an outstanding, innovative Junior Kindergarten Program
- Responsible for co-teaching all facets of the program
- Visiting local preschool programs and developing community relationships
- Creating and hosting informational programs for parents and peer programs
- Creating and fostering partnerships with local businesses
- Foster positive working relationships and communicating effectively with administration, staff, parents, children and state licensing authorities.
- Overseeing daily operations following licensing requirements, and health & safety regulations.
- Promoting and guiding students in their faith and Loretto Values
- Meet with prospective families, conduct parent interviews, and participate in admission tours and events.

- Provide the building blocks of a the STEM program
- Team Collaboration with lower school Faculty
- Recruit, train, supervise and retain quality staff.
- Operate within budgetary guidelines.
- Excellent administrative leadership and organizational skills.
- Strong communication skills (both written and oral).
- Proficiency in operation management applications and practices / excellent computer skills.
- Must be physically able to work both indoors and outdoors with the agility to engage in child based play and activities.

All faculty and staff are responsible for a variety of duties and tasks throughout the day; the principal will make these assignments and share them with faculty. These tasks and assignments change as needs of the community are determined.

Qualifications/Requirements:

Education and qualifications should include the following:

- Education/Early Childhood: 4 years
- Must be Director Qualified by the state of Colorado with at least a College Degree.
- Preferred Degree in Early Childhood Education, Elementary Education, or Family and Child Development
- Master's degree, preferred

Salary/Benefits:

Salary is commensurate with experience. This is a 10-month plus additional days, exempt, salaried position with benefits.

How to Apply:

Interested candidates should send a cover letter, resume, and statement of educational philosophy to Jackie Neal, Lower School Administrative Assistant at jneal@stmarys.academy. No calls, please.