

## **POSITION: PRESCHOOL DIRECTOR**

### **ST. PAUL'S EPISCOPAL CHURCH PRESCHOOL - TUSTIN, CA**

**APPLICATION SUBMISSION DUE: Friday, April 17, 2026**

**POSITION START DATE: JUNE 1, 2026**

#### **SCHOOL VISION AND MISSION:**

St. Paul's Preschool is a Reggio Emilia -inspired community of children, teachers, and parents committed to supporting one another in raising self-reliant and joyful children and learners. St. Paul's Preschool is one of the two Outdoor Classroom demonstration sites in Orange County. We are a non-profit Episcopal Preschool, with an enrollment of approximately 240 students ages 2 – 5. Our mission is to provide a high-quality Reggio experience with a Constructivist philosophy. The Preschool reflects a Christian environment focused on faith, love, support, and acceptance. We welcome and celebrate children and families of all ethnic, racial, religious, and cultural backgrounds. St. Paul's is recognized as an exceptional ECE program throughout the surrounding communities as well as a model school for professional development.

#### **GENERAL JOB DESCRIPTION**

We are seeking a dynamic director responsible for all aspects of Early Childhood Education program including 1) managing daily operations, including spending and income, 2) leading and inspiring the staff and teachers, 3) developing and maintaining relationships with parents and the community, 4) ensuring school compliance with all State of California Title 22 licensing regulations and 5) conformance with NAEYC and Outdoor Classroom standards. The Preschool Director reports to St. Paul's Rector and collaborates with the church staff and leaders to embrace the preschool's role as a vital part of the church ministry. The Director works closely with the Preschool Board of Directors on budget, school wide events, fundraisers, and activities. The Director will offer significant input on budget preparation. The Director prepares the Director's report to be shared while attending Board meetings.

#### **The successful candidate will:**

- Have strong organizational and leadership skills.
- Demonstrate excellent verbal and written communication skills and the ability to collaborate openly and effectively with parents, teachers, and board members.
- Set a tone of warmth, approachability, and familiarity with children, families, and staff in which all individuals are respected, honored, and valued.
- Nurture a professional environment that fosters team alignment with the supports and structures that promote high standards for child development, safety, and learning outcomes.
- Have a visionary approach to guiding program development, goal setting, continual staff growth and innovation while also remaining responsive to ECE trends, community needs, and opportunities.
- Have a working knowledge of Reggio Emilia Approach, constructivist learning, and Christian education for early learners.
- Empower staff to share their creativity and love of learning with their students.
- Participate in the hiring and placement of all staff following fair standards for employment practices, and ensure adherence with required qualifications.
- Demonstrate knowledge of budgeting, financial responsibility, and strategies for fundraising.
- Create and develop marketing strategies utilizing a variety of media including social media platforms as a way to build enrollment.
- Provide oversight to support the ongoing maintenance of the preschool's large working children's garden.
- Have a strong knowledge of technology, including Word, Excel, QuickBooks, and Google platforms.

**REQUIRED:**

- Bachelor's Degree in Early Childhood Education or related field **OR Bachelor's** Degree + 12 ECE Units
- 3-6 units in Administration
- Minimum of 6 years experience as an ECE teacher
- Minimum of 1 year of experience supervising staff in a preschool program or a related field of work
- Working knowledge and articulation of early childhood educational philosophies including the Reggio Emilia Approach as well as supporting learning theorists
- Experience in budget creation and basic financial record keeping
- Training as an Outdoor Classroom Project Specialist 1 *\*requirement may be fulfilled upon hire\**
- CPR, First Aid and Health and Safety (16 hour coursework) *\*requirement may be fulfilled upon hire\**

**DESIRED:**

- Master's Degree in Early Childhood Education or related field
- Child Development Program Director Permit issued by the California Commission on Teacher Credentialing

**SALARY & BENEFITS: \$68,000 - \$75,000**

- Competitive base pay with sliding scale commensurate with experience and education.
- Benefit package includes paid time off, pension, 401K, health/vision insurance

**APPLICATION PROCEDURES:**

All applicants must provide the following items in an email to [director@stpauls.org](mailto:director@stpauls.org) by the closing date, Friday, April 17, 2026:

- 1) Cover letter, that includes the qualifications and relevant work experience you will bring to this position and our organization
- 2) Resume
- 3) 3 recent letters of recommendation

**Robin Hunter**

[director@stpauls.org](mailto:director@stpauls.org)

After an initial review of applications by a screening committee, qualified applicants will be contacted Early May to schedule an interview.

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