

Position Title: Holy Cross Academy Early Childhood Director

Location: Holy Cross Academy, Archdiocese of St. Louis

Reports To: Head Principal

Position Summary

Holy Cross Academy seeks a faith-filled, mission-driven Preschool Director to lead and grow its early childhood program. The Director is responsible for the overall administration, supervision, and daily operation of the preschool, serving children ages 2–5. Grounded in the mission of Holy Cross Academy and the Archdiocese of St. Louis, the Director fosters a Christ-centered, nurturing environment that supports the spiritual, academic, social, and emotional development of each child.

The Preschool Director works collaboratively with the Head Principal and administrative team to ensure alignment with the school's vision of forming students in faith, knowledge, and service. The Preschool Director works directly with the Primary School Principal to ensure a seamless transition from preschool to kindergarten.

Mission Alignment

The Preschool Director at Holy Cross Academy:

- Promotes a vibrant Catholic identity rooted in the teachings of Jesus Christ
- Creates a welcoming, faith-filled environment where each child is valued as a child of God
- Partners with families as the primary educators of their children
- Supports the mission of Holy Cross Academy in forming disciples who serve others

Essential Responsibilities

Program Leadership & Administration

- Oversee all aspects of the preschool program, including daily operations, scheduling, and enrollment growth
- Develop and implement policies aligned with Archdiocesan guidelines and Missouri state licensing requirements
- Maintain full compliance with Missouri DESE and childcare licensing standards
- Manage student admissions, registration, and records
- Collaborate with the Head Principal on budgeting, staffing, and long-term program planning

Instructional Leadership

- Ensure implementation of a developmentally appropriate, play-based curriculum aligned with Archdiocesan early childhood standards
- Support teachers through coaching, classroom observations, and ongoing feedback

- Promote best practices in early childhood education, including social-emotional learning and kindergarten readiness
- Lead continuous improvement efforts through data-informed decision-making

Faith Formation

- Integrate prayer, scripture, and Catholic traditions into daily preschool life
- Support age-appropriate catechesis and participation in school and parish liturgies
- Model Gospel values in all interactions with children, families, and staff

Staff Supervision

- Recruit, hire, and retain high-quality early childhood educators
- Provide onboarding, mentoring, and professional development opportunities
- Conduct regular staff evaluations in accordance with Archdiocesan policies
- Ensure all staff meet Safe Environment and background check requirements

Family & Community Engagement

- Build strong, positive relationships with preschool families
- Communicate regularly regarding student progress, program updates, and school events
- Coordinate parent engagement opportunities and community-building events
- Serve as a key ambassador for Holy Cross Academy in promoting the preschool program

Health, Safety & Compliance

- Ensure a safe, clean, and developmentally appropriate learning environment
- Maintain compliance with all health, safety, and licensing regulations
- Oversee emergency preparedness plans and procedures

Qualifications

Required

- Bachelor's degree in Early Childhood Education, Child Development, or related field
- Minimum of 3–5 years of experience in early childhood education
- Demonstrated leadership or administrative experience
- Knowledge of Missouri preschool licensing requirements
- Commitment to supporting the Catholic mission of Holy Cross Academy
- Practicing Catholic in good standing

Preferred

- Master's degree in Educational Leadership or related field
- Experience in a Catholic school or parish-based preschool

Skills & Competencies

- Strong leadership and team-building skills
- Excellent communication and relationship-building abilities

- Deep understanding of child development and early learning practices
- Organizational and problem-solving skills
- Ability to foster a joyful, faith-centered learning environment

Working Requirements

- Full-time, year-round position
- Occasional evening and weekend commitments for school and parish events
- Active presence in classrooms and school community

Compensation

- Salary commensurate with experience and Archdiocesan of St. Louis guidelines
- Benefits as determined by Holy Cross Academy

Interested candidates should submit resume, cover letter, and three professional references to Ms. Melissa Hunter (mhunter@hca-stl.org).