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## SAINT ANDREW PRE-SCHOOL

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# Employment Opportunity

**Date:** December 5, 2017

**Reports To:** Principal

**Position:** Pre-School Director

**Deadline:** December 29, 2017

**Status:** Fulltime

**Practicing Catholic:** Preferred

**Responsibilities:** Saint Andrew Pre-school, located at 3880 Reed Road, is seeking a fulltime Director. Responsibilities for this position include but are not limited to the following: oversee pre-school staff, prepare and manage annual budget, make necessary provisions for needed supplies and equipment, ensure compliance with Ohio Department of Education and Diocese of Columbus policies and regulations.

**Hourly requirements:** 40 hours per week during the academic year.

**Qualifications for the position:** Candidates for this position must possess a Bachelor's and/or Graduate Degree in Child Development or Early Childhood Education. Candidates must also have prior preschool teaching experience.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's education and experience. All benefits are according to Diocesan policy.

Interested applicants are encouraged to send their letter of interest, resume, and references by Friday, December 29, 2017 to:

Joel Wichtman, Principal  
Saint Andrew School  
1899 McCoy Rd.  
Columbus, OH 43220  
[jwichtma@cdeducation.org](mailto:jwichtma@cdeducation.org)