



Guardian Angel Daycare

Skaggs Catholic Center, LLC

300 East 11800 South

Draper, Utah 84020

Job Title: Director of Curriculum & Staff Development

Supervisor: Principal, Saint John the Baptist Elementary

Job Description:

Under the supervision of Saint John the Baptist Elementary's principal, the Directors of Guardian Angel Daycare (Curriculum & Staff Development and Operations & Personnel) are responsible for the operation and instructional leadership of the center. The Directors work collaboratively to:

- Create and nurture a positive and supportive work environment.
- Ensure the safety and well-being of the students at all times and be alert to the needs and/or problems of the children as individuals and as a group.
- Finalize the hiring and terminating of personnel with Supervisor approval.
- Follow and adhere to the Skaggs Catholic Center's Operating Guidelines and Contracted Employee Benefits.
- Keep the Supervisor informed in advance of program needs.
- Manage day-to-day and annual activities.
- Meet with Supervisor, parents and community organizations as requested.
- Oversee scheduling.
- Participate in recommended training programs, conferences, courses and other aspects of professional growth.
- Work to stagger schedules to ensure that there is always a Director at the center between 7:00am-6:00pm.

Guardian Angel Daycare is currently seeking candidates for Director of Curriculum & Staff Development, which includes the following:

- Conduct individual observations/conferences with all personnel at least twice annually.
- Develop, implement and supervise curriculum/programs in accordance with policies of the Catholic Schools Office/Diocese of Salt Lake City/Saint John the Baptist Elementary.
- Establish performance goals and objectives for personnel.
- Assist with management and personnel meetings as needed.
- Provide training and professional development opportunities for all personnel.
- Report to Supervisor and Child Family Services any cases of suspected child abuse or neglect.
- Visit classrooms and observe teaching methods.
- Work actively with teachers to maintain high curriculum standards.



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- Work with the Skaggs Catholic Center's Nurse to ensure the health and safety of all personnel and students.
 - Other duties as assigned.

Qualification Requirements:

- Child Development Associate (CDA) or Bachelor Degree (preferred)
- Completion of Diocesan Safe Environment requirements
- Competent in reading, writing, math, interpersonal skills and technology
- Experience in early childhood education

Physical Requirements: (not limited to the following)

- Must be able to physically meet the demands encountered working in early childhood education.
- Oversee activities on the playground in all weather conditions and must remain alert to possible hazards.
- Possess the physical, mental and emotional stability to manage the essential functions and day-to-day operations of the center.

Salary & Benefits:

- Salary to be based on education and experience.
- Benefits include Medical, Dental, Rx and Vision insurance. FSA & HAS offering. Vacation, sick, person and paid holiday leave, Employer paid life insurance and 401 (a) employer contribution retirement plan

Application Process:

- Please submit the following items to Nikki Ward (nikkiward@sjbelementary.org) and Jo Cendagorta (jocendagorta@skagggscatholiccenter.org) by Friday, January 14, 2022:
 - Cover Letter
 - Resume
 - Responses to the following:
 - Describe your philosophy of childcare and early childhood education.
 - What virtues would others use to describe you? How would those virtues assist you as Co-Director of Guardian Angel Daycare?