

DAY SCHOOL DIRECTOR

St. Andrew's Day School

Basic Function: The main purpose of this position is to further Christ's Kingdom by providing administrative leadership to the Day School's operations by effectively managing all aspects of a day school, including customer relations, human resources, financial systems (i.e., tuition, payroll, budget), recordkeeping (i.e., child, staff, health and safety records), quality control, and facility management.

Reports to: Day School Board of Directors and Senior Pastor, Head of Staff

Essential Experience and Requirements

1. Be at least 21 years of age
2. Have a high school diploma or its equivalent
3. Meet one or more of the state-required combinations of education and experience
 - A bachelor's degree with 12 college credits in child development and 6 college credits in management preferred.
4. Experience in administration, supervision, or management of early childhood or school-age educational program

Responsibilities

1. Staff
 - a. Interview, recommend, and hire staff positions, with Board approval
 - b. Complete background checks for all personnel
 - c. Oversee training for staff
 - d. Plan and direct staff meetings
 - e. Oversee and manage continuing education for teachers and aides
 - f. Conduct staff evaluations and report to Board
 - g. Supervise all personnel as they carry out their duties
 - h. Support and encourage all staff members as needed and use staff input when appropriate
 - i. Assign duties and hours in a fair, transparent, and equitable manner
 - j. Make efforts to recruit and organize volunteers
 - k. Establish with Board and monitor a dress code for all staff
2. Curriculum and Programming
 - a. Research and develop curriculum and programs in keeping with the philosophy of the church, evaluating and updating as needed
 - b. Stimulate staff with new ideas, resources, and materials
 - c. Develop, maintain, post, and distribute a current calendar to parents and Board

3. Parent Communication
 - a. Provide current handbook
 - b. Maintain prompt, professional communication, including monthly class plans
 - c. Promote opportunities for parent involvement
 - d. Inform parents of church activities
4. Administrative Duties
 - a. Attend monthly Christian Education meetings to present monthly Director's Report and monthly Financial Report.
 - b. Attend all Day School Board meetings
 - c. Keep current on requirements for licensure and all city and state regulations
 - d. Follow established accounting practices
 - e. Maintain up-to-date financial records of accounts payable, accounts receivable, expenditures, and receipts, reporting to the church financial secretary and complying with financial procedures authorized by the Session in the Financial Operations Manual
 - f. Maintain individual folders for all staff containing updated health, education, training hours, operational policies, personnel policies, photo ID, current driver's license for any person who transports a child in care, and a statement signed and dated verifying that the employee attended training and understands the school's policy on the prevention, recognition, and reporting of suspected child abuse
 - g. Maintain individual folders for all students, including all required records and information and the signed Day School agreement form
 - h. Require teachers to send student progress reports to parents twice annually
 - i. Purchase necessary equipment, supplies, books, food, etc.
 - j. Establish and maintain an organized, attractive, clean, safe, and educational physical environment in all areas of the day school
 - k. Observe health and development of students, handle illness at school, address safety concerns, develop emergency procedures all according to state requirements
5. Marketing and Public Relations
 - a. Promote the school through banners, signs, and social media
 - b. Maintain school information on church website
 - c. Communicate school news to church staff for inclusion in church newsletters
 - d. With approval of the Day School Board of Directors, distribute information to the community