



JOB DESCRIPTION

JOB TITLE: Christian Academy Director

EMPLOYER: Ben Hill United Methodist Church

REPORTS TO: Executive Pastor

EFFECTIVE DATE: 4/29/2019

SUMMARY: Responsible for leading the Christian Academy, its students, faculty, and staff as well as providing the day-to-day leadership of the academy, which includes but is not limited to: educational programming, supervisory duties, family and community relations, administration and areas of health and safety; working to obtain all appropriate designations and accreditations to the academy

DUTIES AND RESPONSIBILITIES:

Educational Program:

- Provides and maintains a regular Chapel program in keeping with the Church's theology and purpose in partnership with the Children's Minister of the church
- Supervises the implementation of the school's educational program and ensures the implementation of the highest quality standards at the school
- Supervises and updates curriculum implementation, including reviewing of teachers' lesson plans
- Evaluates strengths and weaknesses of the program annually
- Works with teachers and parents to provide appropriate intervention for any children exhibiting special needs
- Oversees maintenance of classrooms, materials and supplies
- Obtains and maintains Quality Rated Status from Bright from the Start
- Obtains and maintains certification of School of Excellence by the North Georgia Conference

Staff Training and Development:

- Recommends to the Executive Pastor all new hire, termination, and non-renewal decisions
- Maintains staff personnel files, including evaluation forms that are updated and reviewed once a year
- Maintains a substitute teacher pool
- Holds regular staff meetings
- Ensures all staff complete required child abuse prevention and First Aid/CPR classes

Family and Community Relations:

- Facilitates communication with families, be responsive to special concerns of families, and able to encourage family involvement at the school
- Works cooperatively with the parent organizations

Administration:

- Works cooperatively with the Advisory Board and church leadership to:
 - Develop the annual school budget, monitor compliance with the budget, and oversee the financial operations of the school
 - Establish the level of tuition and fees
 - Set the calendar and structural standards of the school
- Conducts registration, determine enrollment, and class placement
- Provides tours and explains program to prospective parents
- Maintains student's records
- Updates the school handbook and staff handbook annually in coordination with the church and Advisory Board
- Directs summer program for students ages 4 to 9

Health and Safety:

- Prepares and executes emergency preparedness procedures
- Handles medical emergencies
- Ensures safety of facility and equipment
- Performs other related duties as assigned by management
- Maintains and enforces guidelines, policies, and procedures for the kitchen and the chef

Supervisory:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

KEY COMPETENCIES:

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics
- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
- **Oral and Written Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings. Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- **Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments

QUALIFICATIONS:

- Master’s degree preferred. Graduated from a four-year accredited college or university and must have a minimum of three years of experience in early childhood education, elementary education, child development or a related field with supervisory experience required
- Computer skills required: Web-based Software, Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint); and Publisher software
- Exhibits enthusiasm and energy toward children
- Strong time-management, positive attitude, detail oriented, good multitasking ability, and organizational skills
- Must have the capacity for pleasant and cooperative relationships with students, parents, teachers, academy staff, and the church staff team, including the ability to motivate, generate enthusiasm among employees, and to demonstrate understanding and fairness to all
- COMMITMENT TO THE VISION OF THE CHURCH:
- Each staff team member is committed to aligning all duties and responsibilities with the vision of Ben Hill UMC, which is: To share God’s love and make disciples of Jesus Christ by connecting people to God and one another wherever they are and across generations.

ACKNOWLEDGEMENT *(Optional)*

I have read the foregoing job description and understand the responsibilities of the job. I agree that I am able to perform the essential duties of this position.

Employee Name

Manager Name

Employee Signature

Manager Signature

Date Signed

Date Signed

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.