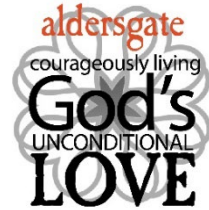


Church Day School Director
Aldersgate United Methodist Church
1301 Collingwood Road, Alexandria, VA



Position Summary: Coordinates and oversees all activities conducted at the Aldersgate Day School (ages 1 – kindergarten). The position is 40 hours per week, August through May; 20 hours per week June and July.

FLSA Status: Full-time Exempt – Professional

Qualifications:

- Degree in Early Childhood Education or Child-Development related field required, Graduate degree in Education or Child-Development desirable
- A person of faith
- 3 to 5 years of experience in child development or education required
- Must demonstrate interest and enjoyment working with children
- Must demonstrate ability to manage organizational finances (proficient in Quickbooks)
- Must have experience supervising staff of approximately 20 plus professionals

Responsibilities:

- Act as liaison with church staff and attend twice monthly church staff meetings.
- Schedule, coordinate and facilitate Day School activities including fund raisers, parent-teacher conferences, school social activities, etc.
- Manage Day School Administrative Assistant, teaching staff, and curriculum used in classroom. Not limited to:
 - Hire qualified staff in accordance with state licensure standards and terminate when necessary
 - Act as resource person for staff
 - Conduct regular staff meetings
 - Facilitate in-service training opportunities
 - Arrange for substitute teachers
 - Prepare and conduct annual performance evaluations
- Attend meetings of and be responsible to the Board of Weekday Education.
 - Provide reports of activities and finances
 - Work with Board to determine staff qualifications, salary structure, and tuition fee structure
 - Establish and get approval for annual budget and calendar
 - Adjudicate appeals
- Manage communications with Day School parents:
 - Establish educational programs as needed
 - Hold orientation program each fall
 - Be available for parent conferences
 - Prepare Policy Handbook annually
 - Publish regular newsletter
- Maintain enrollment records in accordance with State Licensure Standards.

- Maintain Church Child and Youth Protection Policy to maintain a child-safe environment on playground and within facility.
- Purchase and track supplies and equipment necessary for operation of school programs.
- Manage and review annually the Emergency Preparedness Plan.
- Manage all standards associated with maintaining Virginia State Licensure.

Reviewed:

_____ Day School Director	_____ Date
_____ Supervisor/Lead Pastor	_____ Date
_____ Staff-Pastor-Parish-Relations Representative	_____ Date