

Job Description

Position:	Early Learning Academy (ELA) Director	Primary Reporting Relationship:	Head of School
Classification:	Exempt	Secondary Reporting Relationships:	None
Ministry Areas:	Bay Area Christian School Administration Team	Supervises:	ELA Teachers, Assistants, and Support Staff
Interfaces:	Students, parents, administrators, staff, other stakeholders as appropriate		

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The Early Learning Academy (ELA) Director will provide oversight and governance to the preschool as a functioning component of the whole school.

Profile: Our organization has a culture led by a collaborative and cohesive team that is dedicated to accomplishing our mission while living a lifestyle that demonstrates our **Values:**

- Gospel Restoration
- Spirit and Truth Empowerment
- Relentless Love
- Hands-On Service
- Kingdom Partnership

Major Responsibilities:

Assists to oversee, govern, supervise, and manage the day-to-day operations of the Early Learning Academy (ELA) as a vital component of Bay Area Christian School by adhering to the following:

- Be present on campus and in functioning status by 7:45am on school days
- Maintain presence on campus in functioning status until 4:30pm or until all school matters that require administrative attention from the ELA Director are complete
- The ELA Director shall attend functions of the ELA and school - academic, arts, and sports - as needed to support the ministry of the school
- Attendance to church functions and church involvement should be consistent and is expected
- Ensure the schedule of school is maintained by faculty/staff, parents, and teachers
- Maintain the functioning operation of the ELA in reference to state licensing compliance: know, implement, and review Minimum Standards
- Daily exercise an awareness for campus safety and professionalism: human interaction, facility safety, needed improvements, etc.
- Uphold, troubleshoot, and implement school policies to/with all stakeholders, including academic, conduct, and attendance standards
- Effectively delegate manageable duties to those within the organization: enlist, equip, and empower
- Exercise internal controls regarding purchases, substitutes, and time off for all those within your scope of management
- Promote collaboration with all stakeholders when necessary to promote the following:
 - o Strong professional development: teaching strategies, curriculum choices, annual training hours required by Licensing, and school planning
 - o Weekly teacher team meeting, monthly all-staff meetings, and admin staff meetings
 - o Conflict resolution and problem prevention/solution
 - o Calendar awareness

**Collaboration should span partnerships within the ELA, school, and the church ministry.*

- Attend and contribute to BACS weekly Senior Administrative Team meetings
- Lead weekly Preschool Administrative Team meetings
- Communicate to all relevant stakeholders through school reach efforts using phone calls, emails, RenWeb/FACTS, written letters, social media, and the school website
- Ensure that effective means of evaluation and improvement are maintained:
 - o Formally evaluate those within your scope of management
 - Admin Staff support - once annually
 - Teachers - multiple times annually
 - o Identify, promote, and record professional development for those within your scope of management
 - o Identify, promote, and record areas of school improvement in the following areas:
 - Academic performance
 - Facility improvements
 - Policy implementation
 - Spiritual growth
 - Recruiting and marketing
- Promote a positive school climate within the preschool by communicating expectations, enforcing discipline effectively, ensuring students are prepared for success at the next level, and celebrating successes
- Meet bi-weekly with Head of School (HoS) providing a clear picture of progress and needs
- Meet with HoS as needed and confer with HoS on tuition increase application, budgeting, and policy reform
- Manage family partnerships: conduct or supervise family conferences, conduct family interviews, document and communicate those who (should not return or continue at BACS/ELA)
- Document discipline problems, frequency, and the consequences while apprising faculty/staff, proper administration, students and families
- Work with church/school staff to ensure weekly chapels are planned and implemented
- Proactively work to ensure that functions of the ELA run smoothly
- Speak publicly at functions inside and outside the school day
- Always promote the spiritual, academic, social, and physical well-being and growth of our school and ultimately, our ministry
 - o Oversee the assessment, procurement, and application of appropriate curriculum to foster a biblically based, academically sound, worldview
 - o Project biblical values through counsel, training, and prayer to students, faculty/staff, and parents
 - o Promote the concept of our lives being a living sacrifice to Christ through the daily structure of school: prayer for lunch/snacks, biblically focused activities, and distinguishable Christian language throughout literature related to the ELA.

Ongoing Professional Development: The ELA Director will attain CEUs in accordance with school policy and as reflected by needed educational qualifications outlined by accreditation and administration. The ELA Director will attain a minimum of 30 hours of training annually in the domains outlined in the Licensing Standards for Child Care Centers. Additional training hours may be required in areas not yet identified.

Qualifications:

- Undergraduate degree in or pertaining to the child development field OR commensurate applicable experience
- Five or more years of general experience in a relevant setting is required; administrative practice in a similar leadership role is preferred
- A strong working knowledge of Minimum Standards for Child Care Centers is paramount
- Must be a current member of (or be willing to move church membership to) Bay Area Church and should be an active, contributing member in both presence and tithe

Skills and Abilities:

- Productive; meets deadlines, schedules and assignments
- Conscientious, thorough, efficient, and neat; plans and organizes work; careful in use of equipment and materials

- Self-starter needing little supervision; creative and resourceful who seeks to develop skills and follows instructions
- Understands principles, techniques, equipment, procedures, etc.
- Demonstrates skills essential to position
- Makes good work-related decisions while learning quickly
- Adjusts to change; maintains performance under pressure
- Courteous, tactful, cooperative, kind, helpful, etc. in dealing with supervisor, coworkers, subordinates, students, and the public
- Faithful in being present on the job and in conforming to the work hours established by supervisor
- Effectively plans the work of others; establishes priorities and procedures; sets and meets goals; identifies and addresses obstacles
- Guides and motivates a group or individual toward task completion while promoting teamwork and providing a good example for employees to follow
- Recognizes and develops abilities/skills of subordinate(s) in order to meet departmental and institutional objectives
- Counsels, coaches, trains and evaluates subordinate(s) equitably and promptly
- Effectively delegates authority and responsibility
- Identifies problems and secures relevant information for solving problems, while evaluating alternatives and identifying creative solutions
- Seeks ideas of others and makes a conscious effort to involve groups and individuals in the decision-making process while weighing actions in advance – then makes decisions within appropriate time frame
- Expresses ideas/thoughts well to individuals and to groups, both orally and in writing
- Able to forecast and maintain budgetary projections; wisely uses and approves expenditures

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull lift, finger objects, grasp objects, feel objects, talk, and hear. This position requires medium work, which includes exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly. This position requires the employee to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes. This position requires the employee to both be subject to both outside and inside environmental conditions, as well as being subject to noise, vibration, hazards and atmospheric conditions.

I have received, reviewed and fully understand the job description for the **Early Learning Academy (ELA) Director** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name _____ Date _____

Employee Signature _____