

First Baptist Church Academy

Job Description

Title:	Director
Supervisor:	Senior Pastor
Salary Range:	\$41,600 to \$62,400
FLSA Status	Exempt
Benefits:	PTO, Paid Holidays, Retirement

Work Week Schedule: Regularly scheduled for 40-45 hours per week (Monday-Friday) depending on the needs of the Academy and role as a church staff member

Purpose:

First Baptist Church Academy (FBCA) serves over 100 families with children ranging from 6 weeks through rising kindergartener's as well as an afternoon and summer school-age program. The Director conducts the day-to-day activities of FBCA within the policies, philosophies and goals adopted by the governing board of First Baptist Church Creedmoor (FBCC). The Director is responsible for ensuring the health, safety, and quality of education for all children within the center's care. The Director is directly accountable for overall operational management in accordance with well-established guidelines, including staff and facilities management, legal and budgetary considerations, and long-range planning.

Essential Duties and Responsibilities:

1. Assesses fiscal and program needs of the Academy and work with the bookkeeper in preparing the budget.
2. Maintains fiscal controls for accountability.
3. Hires, supervises, disciplines and terminates administrative and teaching staff.
4. Identifies developmental needs of children, professional needs of staff, support needs of family.
5. Implements curriculum.
6. Plans program to conform to standards and licensing requirements set forth by the Division of Child Development.
7. Monitors staff and program effectiveness.
8. Supervises staff and consistently communicates expectations, policies and procedures.
9. Conducts annual performance appraisals of staff.
10. Accountable for the completion of designated administrative responsibilities.
11. Prepares and inputs payroll and classifies invoices for bookkeeper.
12. Recruits, certifies, and enrolls children.
13. Assures order, cleanliness and safety of entire facility.
14. Maintains good public relations including marketing of the Academy.
15. Administers and adheres to all personnel and operational policies.
16. Conducts staff meetings
17. Maintains compilation and filing of Child & Adult Food Program on monthly and annual basis.
18. Oversees the maintenance and records and files pertaining to the operation of the academy.
19. Supports the ministries and mission of FBCC.
20. Attends regular FBCC staff meetings.
21. Submits monthly reports to deacons and presents reports in person as requested.
22. Coordinates with FBCC Church Representative and Senior Pastor on ways to minister to FBCA staff and families.
23. Participates in church-wide events and activities as requested.
24. Other work duties as assigned.

Qualifications:

1. A two-year degree in Early Childhood Education and a minimum of three years' experience working with children in a structured setting such as a childcare center OR equivalent combinations of education and experience sufficient to successfully perform essential duties of the position.
2. At least three years of experience in business or office management.
3. Successful completion of NCECAC I and II or complete within six months of employment.
4. Meets all training requirements in compliance with center policies (i.e. CPR & First Aid, SIDS, Playground Safety).
5. No conviction of felony or violent crime involving moral turpitude, child abuse or neglect.
6. Current medical exam with negative tuberculosis test.
7. Has a healthy and growing relationship with Jesus Christ.