



**DAY SCHOOL DIRECTOR**  
First Baptist Christian Day School  
Springfield, VA  
*Yearly Position begins June 12<sup>th</sup>*

**Position Summary:** The Director is responsible for leading the preschool, a ministry of the First Baptist Church of Springfield (offering morning classes for 2½- to 5-year-olds).

**Primary Duties:**

- Oversee the daily administration of the First Baptist Christian Day School (FBCDS)
- Ensure that the operation of FBCDS complies with all government and inspection regulations
- Plan, promote, develop, and supervise a medium-size (10-20) staff of teachers, assistants and support staff
- Promote FBCDS as a service to the community and a vehicle for the church to share the Gospel
- Develop and schedule a school-year program of study, group activities, and meetings for the different age groups
- Use Quicken to prepare, maintain, and implement a budget.

**Work Schedule:**

- Director work hours are 9 am to 2 pm from mid-August to mid-June and 12½ flex hours/week during the summer.
- The school year runs from Labor Day to Memorial Day each morning 9:30 am to 12:30 pm.

**Salary and Benefits:**

- Salary range \$31,000 to \$35,000, based on experience
- Paid federal holidays, personal leave, and sick leave
- Flexibility in summer hours worked

**Qualifications:**

- Bachelor's degree preferably in Early Childhood education or related field of study
- Minimum 2 years of experience teaching preschool
- Be a member or become a member of First Baptist Church of Springfield

Email a cover letter (including a faith statement) and resume to [search@fbcspringfield.org](mailto:search@fbcspringfield.org).