



JOB TITLE: Academy Director
REPORTS TO: Executive Pastor / Church Administrator
MANAGES: All Academy Team Members
EMPLOYEE: _____

MISSION

Little Lights Learning Academy exists to cultivate a vibrant, faith-centered environment where every child can thrive. Rooted in the ministry of Carlisle United Methodist Church, our Academy inspires curiosity, creativity, and social-emotional growth through a hands-on, nature-based curriculum delivered by dedicated Christian educators. We strive to equip children with confidence, character, and compassion while partnering with families to support lifelong learning and spiritual well-being.

POSITION SUMMARY

The **Academy Director** is a full-time, exempt leadership role (45+ hours/week) responsible for overseeing all operations of **Little Lights Learning Academy**. This position blends administrative management, spiritual leadership, and early childhood education expertise to create an environment where children, families, and staff flourish in faith and learning.

The Director ensures operational excellence, compliance, and curriculum quality, while nurturing a staff culture rooted in grace, professionalism, and Christian values. By modeling integrity and servant leadership, the Director advances the Academy's mission, strengthens relationships with families and church leadership, and ensures long-term sustainability and growth.

PRIMARY RESPONSIBILITIES

LEADERSHIP

- Lead the Academy with integrity, compassion, and a Christ-centered mindset.
- Inspire staff by modeling Kingdom values, fostering a culture of teamwork, grace, and encouragement.
- Develop and implement the annual strategic plan with measurable goals that align with the mission and long-term vision of the Academy.
- Promote professional and spiritual growth for all staff through mentoring, training, and ongoing development.
- Foster a collaborative environment that values innovation, continuous improvement, and joyful service.

SUSTAINABILITY AND FINANCIAL GROWTH

- Develop and execute strategies to strengthen enrollment, family engagement, and retention.

- Oversee the Academy's budget and financial performance, maintaining fiscal integrity and transparency.
- Provide timely reports to church leadership regarding enrollment, finances, and operational needs.
- Ensure accurate family billing and compliance with tuition policies, making adjustments as needed.
- Support stewardship through responsible resource management, reflecting accountability and gratitude for God's provision.

HEALTH AND SAFETY

- Ensure compliance with all state, local, and federal regulations regarding childcare health and safety.
- Maintain and communicate clear safety protocols to staff and families.
- Oversee sanitation, cleanliness, and facility maintenance to promote a safe, welcoming atmosphere.
- Respond promptly and calmly to emergencies, prioritizing the safety and well-being of all children and staff.
- Maintain accurate documentation related to attendance, incidents, health checks, and safety procedures.

OPERATIONS, LICENSING, AND QUALITY

- Stay current with all Department of Human Services and Department of Children and Families regulations.
- Oversee licensing documentation, inspections, and compliance to ensure full adherence with zero violations.
- Develop and enforce internal policies, procedures, and systems to promote quality and efficiency.
- Implement consistent processes for tracking attendance, enrollment, curriculum delivery, and staff performance.

EMPLOYEE EXPERIENCE AND SATISFACTION

- Recruit, hire, and retain mission-aligned team members who exemplify professionalism and Christian character.
- Provide consistent coaching, performance feedback, and opportunities for professional growth.
- Support new staff through thorough onboarding and mentorship to ensure confidence and success.
- Celebrate staff achievements and encourage a positive, supportive culture of appreciation and faith.
- Create leadership opportunities within the team to inspire ownership and accountability.

FAMILY EXPERIENCE & SATISFACTION

- Foster meaningful partnerships with families built on trust, respect, and shared faith values.
- Maintain clear and consistent communication with families through meetings, newsletters, and digital platforms.
- Address concerns promptly and professionally, ensuring every family feels heard and supported.
- Organize family events, faith-based activities, and parent engagement opportunities.
- Regularly gather and act upon feedback to strengthen the family experience and overall program quality.

MARKETING AND COMMUNITY ENGAGEMENT

- Develop and implement marketing initiatives to support enrollment and community outreach.
- Maintain an active and positive online presence through social media, newsletters, and website updates.
- Partner with local schools, churches, and organizations to strengthen community ties.
- Represent the Academy at community and church events, serving as an ambassador for the program's mission.
- Stay informed of local trends in early education and adapt strategies to meet community needs.

ESSENTIAL QUALIFICATIONS

QUALIFICATIONS AND EDUCATION

- Must meet all state and local Department of Children and Families Director Credential requirements.
- Minimum of 21 years of age and of good moral character (per Chapter 435.04, F.S.).
- Must complete required 40-hour introductory child care training and competency exams.
- Must complete 10 hours of annual in-service training and specialized training in serving children with disabilities within five years of employment.
- Must complete 0.5 continuing education unit (or 5 clock hours) in early literacy and language development (birth–5 years).
- Preferred: Bachelor's degree or higher in Early Childhood Education, Child Development, Education Administration, or a related field, with verified leadership experience.

PHYSICAL REQUIREMENTS

- Ability to lift/carry up to 50 lbs and stand for 80% or more of the workday.
- Perform repetitive tasks including bending, kneeling, sitting on the floor, and supervising indoor/outdoor activities.
- Maintain alertness and active supervision in all settings.

CORE COMPETENCIES

- Servant leadership rooted in Christ
- Strategic and operational planning
- Strong communication and interpersonal skills
- Financial and organizational management
- Conflict resolution and emotional intelligence
- Ability to mentor, inspire, and unite a diverse team
- Commitment to child-centered, faith-based education

FAITH INTEGRATION

- Model Christ-centered leadership through grace, integrity, and service.
- Lead staff and families in prayer, reflection, and faith-filled conversations when appropriate.
- Ensure all Academy practices align with Biblical principles and the mission of Carlisle United Methodist Church.
- Encourage faith exploration through curriculum, daily routines, and classroom discussions.
- Promote a spiritual culture where children and staff alike are encouraged to grow in their walk with Christ.

STATEMENT OF FAITH

Little Lights Learning Academy is a ministry of **Carlisle United Methodist Church** and is grounded in the beliefs of the Christian faith.

We believe:

- In one God—Father, Son, and Holy Spirit.
- That Jesus Christ is Lord and Savior, whose life, death, and resurrection offer salvation to all who believe.
- That the Bible is the inspired Word of God and serves as the final authority for faith and conduct.
- That every child is created in God's image, gifted with purpose, and deserving of love and dignity.

By accepting employment with **Little Lights Learning Academy**, you affirm that you have read, understand, and agree to uphold this **Statement of Faith**, committing to reflect these beliefs in both word and action.

Employee Name

Date

Employee Signature