



Assistant Director of Schools

Job Description

Thank you for your interest in serving our ministry in this area! Resumes, Questionnaires, and Applications are being collected and reviewed by our Staff & School Advisory Board. Please contact Allison McDaniel with any questions.



Assistant Director of Schools

Job Description

Purpose: The FCS Assistant Director of Schools will spiritually & administratively assist the Director of Schools in leading Fayette Christian School to fulfill our mission, while building strong Christ-centered relationships with the staff, families, and students of the school.

School's Mission: FCS exists to partner with the home and church to equip students to LEARN from a Biblical worldview, LIVE in Christ-centered community, and LAUNCH to impact the world for the Kingdom of God.

Serves under: Director of Schools

Compensation: salary, medical, & tuition benefits for your children (*details available upon request*)

Required Spiritual Qualities:

- A clear Salvation testimony which shows they are a follower of Jesus Christ with evident growth in their relationship with Him
- Believe, accept, and support the doctrinal beliefs of Fayette Baptist Church and Fayette Christian School as laid out in the Handbook and School Leadership Covenant
- Exemplifies a Biblical Worldview with their lifestyle
- Feels called by God to Christian School Ministry
- Actively participates and is in good standing with a local Bible-believing church

Required Professional Skills & Abilities:

- Master's Degree or higher
- Five (5) years of successful teaching experience as a classroom teacher
- Previous leadership/administration experience (preferred)
- Hold TACS certification or be willing to participate in a program to complete the requirements for certification within a specified time period.
- Possess communication & relational skills with the ability to communicate effectively with students, parents, and other faculty members
- Self-starter, organized, multi-tasker, flexible with schedule & tasks, proactive, & punctual

General Overview of Responsibilities:

Mission and Vision

- *Support the partnership of the school with the church & home to educate children with a Biblical worldview.*
- *Instill Kingdom Education principles inside & outside the classroom.*
- *Work in close partnership with the Director of Schools to advance the school's mission and oversee the day-to-day operations of the school.*

Faculty and Staff

- *Support and supervise faculty.*
- *Work collaboratively with the Director of Schools to strategically design all professional development programs including faculty orientations, in-house workshops, and faculty evaluations.*
- *Coordinate the hiring needs and best practices regarding hiring academic staff in all divisions.*
- *Maintain a strong presence within the faculty, conducting regular and individual team meetings, whole group faculty meetings, and classroom observations.*
- *Support teachers and staff in instructional design, curricular adherence, professional development, classroom management, and differentiated instruction.*
- *Mediate faculty and staff conflicts.*
- *Maintain an active schoolwide substitute list.*
- *Manage personnel coverage for absences and tardies of faculty and staff.*
- *Work with faculty and staff to identify staff development needs.*
- *Assist with personnel recruitment and hiring.*
- *Assist with orientation and assistance of new staff.*

Curriculum and Instruction

- *Collaborate with the Director of Schools and Instructional Facilitator to provide instructional leadership through curriculum oversight.*
- *Work closely with the Director of Schools and Instructional Facilitator to ensure a cohesive relevant and intentional curriculum scope and sequence across the school.*

Students and Parents

- *Manage student discipline, conflict resolution, guidance, and referrals.*
- *Keep parents and families informed of any unusual circumstances (discipline, schedules, incidents, etc.)*
- *Develop positive and collaborative relationships with families.*
- *Communicate weekly with clarity & effectiveness to families.*
- *Utilize Parent/Teacher Meetings throughout the year.*

Operation

- *Contribute as needed in admissions and operations with the Director of Schools, Business Operations Manager, and School Advisory Board.*
- *Meet regularly with Director of Schools to solve/discuss student retention, parent concerns/issues, operations, space and facilities, personnel, assessments, students, etc.*
- *Assist with developing policies and procedures that meet TACS requirements.*
- *Communicate daily with Director of School about updates, needs, and instruction.*
- *Assist & participate in school events.*
- *Uphold the standards of the Handbooks (student, parent, & faculty).*

Hours: Full-Time Salaried

- Monday - Friday (7:15am – 4:15pm)
- School Activities & Events
- 11-month Administration Calendar
- Required Professional Development Days and In-Service
- Required conferences, conventions, and trainings