

MT. OLIVE CHRISTIAN SCHOOL DIRECTOR'S JOB DESCRIPTION

PURPOSE: As a minister of the Lord, your primary goal shall be to teach the Gospel of Jesus Christ and to show a loving relationship to help each child and family to grow in love for Christ and for one another.

IMMEDIATE SUPERVISOR: Senior Pastor

RESPONSIBILITIES: To effectively serve the Lord in this teaching ministry, we, the Church and School, obligate you as Director:

- A. To oversee the school; to maintain, keep current, and challenge all aspects of its Christian Education.
- B. Supervise teaching staff and establish a process for and conduct evaluations/performance reviews.
- C. To oversee finances; tuition, purchasing, and school budget.
- D. To maintain/Oversee all statistical reports: State regulation (AD), Synod (AD & D), and Church (D).
- E. Set the yearly school Calendar
- F. To evaluate and supervise the ordering all necessary class materials.
- G. To report the progress of the school to the MMC through Pastor and at each regular Vision Assembly.
- H. To be a visible promoter of the school within the congregation and the community.
 - 1. To maintain and expand our current enrollment.
- I. To organize staff meetings and assign devotions to teachers.
- J. To challenge the staff to be current in their field and maintain their integrity and professionalism; including staff evaluations.
- K. To coordinate with teaching staff on current and future curriculum, and review learning objective periodically.
- L. To be responsible for finding substitute teachers in the absence of regular teaching staff when in office (Covered by AD in absence).
- M. To oversee and implement holiday and special programs.
- N. To update or develop policies and handbook on an annual basis or as needed.
- O. To support teaching staff for assisting children with additional or special needs.
- P. To be aware of and know how to access resources and supports in the community.
- Q. To be responsible for school licensing yearly.
 - 1. As states in hand book (Rule #3).
 - 2. Bring up to governmental codes as needed.
- R. To communicate with neighbor Christian Day School Directors to expand on ideas and build a strong community Christian brotherhood.

Key D - Director

AD - Assistant Director

Qualifications:

- Current Early Childhood Teaching License (Background check)
- Preferable experience in Early Childhood Education
- Preferable Supervisory Role Experience in Education
- Strong Christian Faith background with the ability to integrate Christian values within the Early Childhood Center and with staff

40-hour position

Teach at least 1 Early Childhood class

Benefits Included

Start Date- School Year End or Early Summer 2021 (negotiable)

Submitted by

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