



St. James Mission Statement:

To welcome all to grow in love of God and neighbor.

JOB TITLE: Director, St. James Day School

FTE: .75 / FLSA: Exempt

REPORTS TO: Rector of St. James Parish

ISSUED: May of 2022

JOB SUMMARY:

The Day School is a ministry of St. James Parish (SJP). The Director is employed by St. James Day School (SJDS), and reports to the Rector and the SJDS Board of Directors. The Day School Director is responsible for all aspects of the daily operation of the Day School, including curriculum development, staff hiring and management, marketing and communication (in conjunction with the SJP Communications Director), recruitment and enrollment of students, parent relations, budget development and oversight (in conjunction with the SJDS Financial Administrator), purchasing of supplies and equipment, and other duties which may be identified on an ongoing basis.

ESSENTIAL DUTIES:

Supervisory Responsibilities

- Lead a team of teachers
- Identify, interview, hire, and guide new teachers
- Observe teachers and advise on their classroom leadership, team collaboration, curriculum implementation, parent relationships, and adherence to the mission of the Day School
- Work with staff to set individual goals
- Lead monthly staff meetings and conduct end-of-the-year conferences with each staff member
- Identify personnel issues and take appropriate action as deemed necessary
- Arrange for substitute help for the Day School staff

Student Recruitment and Enrollment

- Develop marketing, advertising, and recruiting plans as needed to maintain optimal school enrollment
- Conduct tours for prospective families, follow up with families, and organize enrollment materials

Communication and Parent Relations

- Write the monthly newsletter for parents and as needed, update the annual SJDS Directory and other communications to parents
- Serve as the primary point of contact for the Room Parents
- Provide the SJP Communications Director the necessary information to maintain the SJDS website and other social media presence

SJP Community and Church Relations

- Serve as a liaison between the Day School and the SJP community, articulating priorities, and maintaining open and ongoing communication between the two
- Advocate on behalf of the Day School, ensuring it is a visible and vital ministry of SJP
- Plan, schedule, and prepare for SJDS Board meetings in conjunction with the Chair of the SJDS Board of Directors
- Assist in the writing of the Faith Formation Annual Report for SJP
- Work effectively with SJP staff regarding the scheduling of events, the physical plan, and personnel matters

Business Management

- In conjunction with the SJDS Financial Administrator and the SJDS Board Treasurer, prepare the annual operating budget, tuition plan and staff compensation plan
- Identify annual fundraising needs to the SJDS Board of Directors
- Work with the SJDS Financial Administrator and SJDS Board Treasurer to monitor the Day School bank and endowment accounts
- In coordination with the SJP Facilities Administrator, plan for equipment and playground expenses
- Serve as the Chair of the Scholarship Committee to oversee the approval and distribution of need-based grants
- Work collaboratively with the SJP Facilities Administrator to identify and oversee Day School property needs and capital improvement projects
- Create the annual SJDS calendar

Organizational Leadership

- Attend regular SJP staff meetings

Health and Safety Standards

- Ensure that health documents are in order for children and staff
- Ensure that staff receives all necessary safety and first aid training
- Work collaboratively with the SJP Facilities Administrator to create an Emergency Operations Plan (EOP) and coordinate training for teachers on the EOP

Professional Development

- Seek the expertise of other professionals and experts to enhance the quality of the Day School and ensure the curriculum is adequately preparing its preschoolers for kindergarten

MINIMUM QUALIFICATIONS:

- Demonstrated leadership and experience with early childhood education
- Proven ability to manage and supervise a successful team
- Strong oral, written, verbal and interpersonal communication
- Effective collaborative and pastoral style

- Knowledge of general financial accounting, including financial controls
- Technology Skills: general digital literacy, intermediate to advanced MS Office Suite, database skills, web applications including Google Docs.
- Ability to take initiative and make decisions under the pressure of deadlines
- Ability to work with families with diverse personalities and differing opinions in a positive and proactive manner
- Commitment to diversity, equity, and inclusion
- Ability to pass a background check and drug screen

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of current best practices in staff administration
- Excellent interpersonal skills, sensitivity in dealing with difficult situations
- Ability to manage confidential information in compliance with the law and best practice
- Organizational skills
- Ability to work well on teams

PHYSICAL REQUIREMENTS:

- Ability to sit at computer and keyboard for moderate periods
- Mobility sufficient to move about the S.t James Day School campus
- Sight and hearing adequate to perform the duties of the job and the ability to communicate clearly
- Ability to lift and carry up to 25 pounds

OTHER NOTES:

Part-time position, 30 hours/week. Day School is open Monday-Friday, 8:30am-12:30pm.

Benefits are included.

Summer schedule includes planning and administering summer camps in conjunction with the SJP Director of Children's Ministries.

Management reserves the right to change or add to this job description at any time.

St. James Parish does not discriminate in its hiring or employment practices on the basis of race, color, religion, gender (including gender identity or expression), disability, national or ethnic origin, age, sexual orientation, marital status, or other legally protected characteristic or status.

St James Parish
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