

St. David's Episcopal Church Day School Program Director Job Description

Overview:

St. David's Episcopal Day School is chartered by, and housed in, St. David's Episcopal Church in downtown Austin, Texas, serving ages 15 months through 1st grade. The school has been accredited through NAEYC since 2005. The Board of Directors seeks a loving, energetic, dedicated Head of School. The Head of School will report to the Rector of St. David's Church and the Board of Directors of the Day School. The Head of School will also serve as an ex-officio, non-voting participant in Board meetings.

Mission Statement

To provide the children with loving and enriching programs which meet their needs at each developmental level. All of our programs are set within the life, worship, and Faith of the Christian Church as expressed in the Episcopal tradition and practice at St. David's Church.

Required Qualifications:

- Bachelor's Degree in Early Childhood Education/Child Development preferred, a CDA Credential, or equivalent work experience
- Minimum of 3-5 years experience managing a licensed child-care facility
- Excellent verbal and written communication skills
- Strong organizational and business management skills, including developing and monitoring budgets
- Excellent interpersonal skills and ability to relate to young children, teachers, and parents
- Proven track record of fundraising to supplement operational income and to implement the School's strategic plan.
- Knowledge of NAEYC accreditation requirements preferred.
- *A confirmed communicant in good standing of a Parish or Mission of the Diocese of Texas. With Bishop's approval, this qualification may be waived.*

Responsibilities:

- Day to day operation of the School
- Reporting to the Rector and the Board of Directors, proper implementation of the Board's and Church policies, orders and resolutions.
- Develop, in conjunction with the Board, and oversee the implementation of the School's strategic plan.
- Establish a good working relationship with the Rector of St. David's Church. Understand the canonical structure of the Episcopal Church.
- Responsible for the health, safety, whereabouts, education and well being of every child during operating hours of the school

Operations:

- Assess the effectiveness of the School's operations, programs, and curriculum and ensure that the necessary actions are taken to maintain proper NAEYC accreditation status as well as State of Texas childcare licensing requirements.
- Conform to health, safety, food management, and all licensing regulations in a timely manner.
- Oversee the business affairs of the School, including the preparation of annual operating budget, monthly reports about the School's financial accounts, and reports about the School's physical property.
- In cooperation with the church accountant: manage payroll, monitor funds, and maintain fiscal records
- Oversee the School's improvement and maintenance of the School's physical plant in concert with the Church personnel and leadership.
- In collaboration with staff, ensure that all activities and curriculum are developmentally appropriate and reflect the schools and the Church philosophy.

Personnel

- Recruit, select, employ, train, supervise, support, and discharge all faculty and staff.
- Recommend and implement appropriate personnel policies and procedures.
- Maintain updated staff personnel and operational policies; communicate responsibilities to individual staff.
- Plan and develop staff development opportunities and training

Fundraising, Marketing, and Admissions

- Oversee the School's marketing and fundraising efforts and establish and maintain a formal parent volunteer program.
- Provide information about the school to prospective parents and to the community via Open Houses and appropriate channels of communication.
- Make all admission decisions, oversee and guide student progress, oversee all student discipline and liaise with parents on all student issues.

Community and Parent Relations

- Maintain updated parent handbook.
- Plan and implement new parent orientation concerning school policies and procedures.
- Meet with parent groups regularly and respond to suggestions and requests
- Maintain relationships with Austin and Diocesan organizations concerned with Episcopal and preschool education.

Interested candidates should send Cover Letter and Resume