POSITION: Learning Academy Pre-School Director
Full Time Position

GENERAL RESPONSIBILITIES:
The director of The Learning Academy of College Park (TLACP) will work with parents, teachers, the local community, and College Park First United Methodist Church to provide a preeminent Christian education for students.

The director is responsible for the day-to-day operation of The Learning Academy including leading and supervising staff to ensure the needs of children and families are met, curriculum oversight, ensuring that Bright From the Start (BFTS) licensing requirements are met, maintaining financial records and working with church bookkeeper to execute payroll, and planning staff schedules to best meet the needs of the school.

Other duties include maintaining policies established by the board of directors, and upholding the reputation of the school as an affordable, high-quality program in the community and marketing the school to increase enrollment as necessary.

SPECIFIC RESPONSIBILITIES:

Staffing and Supervision
- Hire and retain highly qualified teachers and administrative staff
- Orient staff to TLACP using current resources in line with BFTS Rules and Regulations and center guidelines
- Manage performance of all employees – utilize progressive counseling, document disciplinary action if necessary, act in accordance with EEOC, federal, state, local and church guidelines
- Promote diversity among students and staff
- Work with staff to obtain and maintain necessary certification
- Provide at least two development opportunities for staff per year
- Seek professional development opportunities (formal and informal) that meet BFTS requirements
- Plan and conduct staff communication and monthly meetings/communication to discuss events, success, initiatives, and challenges
- Provide performance reviews for each staff member after 90 days and twice a year thereafter
- Provide a summary report to board at least two weeks prior to your performance review
- Seek opportunities for volunteers (parents, church members, community members) to support the Learning Academy

Curriculum
- Present curriculum and make visible to families during orientation and throughout the school year through documentation and display
- Evaluate and encourage appropriate and deliberate usage of the curriculum in all classrooms
- Ensure staff is appropriately trained for the selected curriculum and age group they teach
- Ensure curriculum books and materials are up-to-date
- Recognize progress/variables in child’s development from parents, guardians, and primary teachers to make appropriate referrals as needed

Operations
- Implement a strategic plan and goals for the program in keeping with the program mission and vision
- Ensure all Bright From the Start licensing requirements are met
- Establish and maintain a clean, safe, child-ready center at all times.
- Partner with facilities staff and volunteers to maintain school grounds that are attractive and inviting
- Ensure all students are up-to-date on tuition payments and communicate appropriately with parents
- Plan staff schedules to best meet the day-to-day needs of the school
- Promote an honest, open and healthy working and learning environment
- Schedule usage of common areas shared with the church and other tenants through the church office
**Budget**

- Partner with and/or oversee center and church staff to maintain accurate and current financial, attendance, and necessary business documents
- Work with church office to execute payroll
- Ensure prompt collection and communication of tuition payments
- Monthly reporting of budget performance to board
- Notify board chair of needs not reflected in the approved budget
- Maintain tuition income so as to ensure the ministry is self-sustaining
- In addition to maintaining the income of tuition which covers Learning Academy payroll and expenses, provide College Park UMC continued ability to pay down debt service

**Promotion and Participation**

- Uphold and maintain the reputation of the school in the community as an affordable, high-quality program
- Partner with the TLACP board to develop marketing efforts during key enrollment periods (August, October, January, and Spring)
- Develop and maintain ongoing marketing efforts during the remainder of the year to sustain enrollment
- Ensure maximum student enrollment from year to year
- Assist the Parent Teacher Organization in coordinating volunteers for events throughout the year
- Attend monthly PTO meetings
- Attend monthly TLACP board meetings
- Attend College Park First UMC staff meeting with the senior pastor
- Attend worship services at College Park First United Methodist Church when Learning Academy children take part in a service or activity

**Communication**

- Create and maintain a climate in which parents and teachers to feel comfortable sharing and addressing concerns
- Openly and quickly resolve concerns, misunderstandings and disagreements
- Know and be known to students – greet them by name, interact without favoritism or bias, visit classrooms frequently, etc.
- Review and approve all written communication sent to the parents
- Clearly communicate Learning Academy policy to parents and staff
- Facilitate open communication between parents and school director, parents and teachers, teachers and school director, and between school director and board members
- Strengthen and maintain communication with other ministries of the church

**EDUCATION/KNOWLEDGE/EXPERIENCE:**

- Bachelor’s degree in early childhood education, child development or related field
- Infant/Child CPR/First Aid certification
- 5+ years of documented professional experience working with young children (birth-age 5) in a licensed child care center or school, including time as center administrator preferred
- Must clear COGENT National background check

**SKILLS:**

- Strong written and oral communication skills
- Strong interpersonal skills with ability to engage others at all levels – parents, faculty, students and community leaders
- Strong performance management skills and experience
- Strong leadership, recruitment, team-building and supervisory skills
- Demonstrated problem solving skills.
- Organizational skills and attention to detail, especially with operational processes that improve efficiency
- Ability to set budgets and manage costs
- Computer literacy
- Demonstrated ability to maintain confidentiality.
BEHAVIORS:
- High energy; high stamina, self-motivated, and dependable.
- Commitment to teamwork, cooperation and collaboration.
- Demonstrated initiative.
- Demonstrate trust and responsiveness
- Maintain confidentiality about issues concerning other staff members, children and families. Must not involve families in school concerns.

ACCOUNTABILITY: The Learning Academy Director would report administratively to the Pastor, be accountable to the Learning Academy Board and be reviewed annually by the Staff Parish Relations Committee.

COMPENSATION: $42-50K depending on experience.
Eight days of vacation annually.
Six paid holidays which include: New Years Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, and Christmas.

HOW TO APPLY: Please send a resume and the answers to the following questions to:
apply@cpfirstumc.org

Questions:
1. Tell me about how your experience qualifies you for this position?
2. Give me an example of when you had a difficult student/parent problem. What was the context, how did you go about resolving the situation?
3. Tell me about a situation you had when an employee was not performing to expectations. What was the situation? How did you go about addressing the issue? How long did it take? What was the final resolution?
4. How do you facilitate communication with staff, parents and the community?
5. How would you handle a situation that could affect licensing of the pre-school? Have you encountered a problem like this in the past and, if so, how did you handle?
6. Tell me about a time when you took the initiative to do something that was not in your job description or not asked to do. What was it? Why did you do it?
7. What would you do if you had to make a decision that was normally made by someone else?
8. Why do you want this job?