



INDEPENDENT
PRESBYTERIAN CHURCH

Director of Independent Presbyterian Church Day School

Reports to: Pastor, Head of Staff (Also works with Pastor for Faith Formation)

Status: Full time, Exempt

To apply for this position: please send your resume/CV to: jobs@ipc-usa.org.

About This Role

The Director of the IPC Day School facilitates the Day School's ministry to children and their families both in our church and in our community by working with the teachers to provide a quality early childhood education within a Christian environment that offers a comprehensive curriculum, nurturing the whole child through varied learning experiences and settings. The director, a member of the IPC Program Staff, offers a variety of support to the families and acts as the liaison for all families between the school and the church.

The Director of the Day School will focus on five primary areas of ministry to fulfill this vision:

1. Manage the administrative and fiscal functions of the Day School.
2. Continually develop appropriate curriculum/programming for each age level.
3. Hire, develop, and support the Day School teachers and staff.
4. Maintain a Christian environment within the Day School that fosters faith formation.
5. Serve as a bridge between the Day School and the church.

Primary Responsibilities and Tasks

"Manage the administrative and fiscal functions of the Day School."

- Develop and administer policies and procedures and make any recommendation for changes.
- Supervise Assistant Director and Administrative Assistant.
- Conduct daily morning staff meetings.
- Develop and control all budgetary matters pertaining to the Day School.
- Oversee Day School payroll, (completed by Assistant Director).
- Make recommendations to the Day School Committee for any increase in tuition and fees.
- Supervise yearly registration, assess class needs, and student placement.
- Set the Day School calendar.
- Meet with prospective families and offer tours of school.
- Supervise and review the ordering of all supplies and equipment and maintain an accurate inventory.
- Organize and supervise Meet the Teacher and parent orientation.
- Serve as advisor to the HERO Scholarship Committee; work to bring in HERO Scholarship students and make decisions in conjunction with the HERO Scholarship Committee.

- Coordinate all special events including, but not limited to Open House, Donuts with Dad, Muffins with Mom, Three-Year-Old 's Christmas program, Four's and Five's Lessons and Carols service, Grandparent Valentine Art Shows, and Four's and Five's Graduation service.
- Encourage giving and make recommendations to Day School on use of the Day School Endowment Fund, Featheringill Technology Fund, and the HERO Scholarship Fund.
- Maintain communication with staff, parents, and the congregation.
- Be present in the Day School from 7:30 a.m. to 2:30, and willing to work extra hours.
- Maintain the Day School Parent Handbook.
- Work with Day School Committee to create and implement fundraisers.
- Coordinate parental or church member involvement including all program and volunteer opportunities.

"Continually develop appropriate curriculum for each age level."

- Stay abreast of current best practices and research latest developments in early childhood education and make recommendations for change in curriculum and programs.
- Attend professional conferences in order to share with staff.
- Continue to vertically align curriculum between age groups.
- Contact local kindergartens yearly to ensure our students have the necessary skills to be successful at the next level of their education.
- Nurture relationships with special services providers (Speech Therapists, Occupational Therapists, Bell Center, Hand in Hand, Mountain Brook and Vestavia Special Services Departments) in order to connect parents to these services if needed.
- Meet with the area Pre-School Directors' Group to exchange ideas and nurture these relationships.

"Hire, develop, and support the Day School teachers and staff."

- Interview and select new staff members.
- Plan and facilitate training for new and returning staff members each year.
- Plan professional development programs before school starts and during the school year that correspond with specific needs, current trends, or aspects of our curriculum; this may include bringing in outside speakers.
- Confer as requested with teachers to solve specific problems they face with students and/or curriculum questions.
- Serve as a confidante to teachers about school or family issues.
- Attend age-level weekly planning meetings.
- Keep the Day School Teacher Handbook up to date.
- Support teachers in parent conferences when needed.
- Conduct yearly evaluations of staff performance by creating a teacher self-evaluation form, observing in classrooms and team planning, and conferencing with each staff member.

"Maintain a Christian environment within the Day School that fosters faith formation."

- Prepare chapel schedule with topics, and assign teachers their dates; lead weekly chapel services for teachers and students to share faith through prayers, Bible readings, stories, lessons, and songs. Assist any teacher who needs help developing a short chapel lesson.

- Provide daily morning devotions to the teachers.
- Complete or have completed the Catechesis of the Good Shepherd Catechist training program.
- Encourage teachers to share prayer concerns and/or be prayer warriors for others.
- Regularly share personal faith.
- Facilitate Home for Faith, a Day School mom's parenting/Bible study.

"Serve as a bridge between the Day School and the church."

- As a member of the Program Staff, Attend weekly Program Staff meetings.
- Attend scheduled All-Staff meetings.
- Serve as Staff Advisor to the Day School Committee.
- Work to bring in new members from the Day School population who do not otherwise have churches.
- Attend monthly Christian Education Committee meetings.
- Attend scheduled meetings and work with the Children's Ministry Committee to connect the Day School families with this ministry.
- Attend all session meetings.
- Work with the Faith Formation staff to offer ideas and assistance and to connect the Day School to the church (Advent, Lent, Fall Festival, VBS, BTMP, etc.).
- Connect with Day School and church families when new babies arrive.

Education, Experience, and Personal Characteristics

- This person should have an expressed commitment to Christ and to serving the church.
- This person should have a Bachelor's and preferably a Master's degree in early childhood, elementary or special education, or psychology/child development.
- This person should have classroom experience and administrative skills.
- This person should have a deep love and sensitivity for children.
- This person should have a commitment to and capability of working within a multiple-teacher staff.
- This person should have interpersonal skills that allow for building relationships with teachers, other church staff, parents, families, and other adults involved in early childhood education.
- This person should be task oriented, creative, organized and adept at listening to others.

Day School Director's Team

The Day School Director reports to the Executive Pastor and works closely with the Pastor for Faith Formation and the Director of Children's and Youth Ministries. The Director leads a staff of 42 teachers (average), an Assistant Director and an Administrative Assistant. The Director advises or serves on several committees.

Physical Demands and other information

- Able to walk through the facilities of the Church and Highland Hall.
- Able to participate in carpool, lifting children in and out of cars.
- Able to lift up to the weight of a five-year-old child.

- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Able to follow all wellness and safety protocols.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. This position may include other duties and responsibilities as required.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

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