

## Job Description

---

### Position: Early Education Director

**Purpose of Position:** The Early Education Director provides leadership and direction in administering age appropriate educational programs and activities to promote the academic achievement and spiritual growth of students and the professional development of staff. The Early Education Director's program leadership includes Des Moines Christian School's programs that serve students age 2- Prek as well as the After School Care and Summer Child Care Programs for Elementary students. This position is a member of the Des Moines Christian School Administration Leadership Team.

**Position:**

- Full-Time
- Salaried, at-will employee – 260 paid days
- Full-time Benefit Eligible / Calendar Year
- 75% Employee Tuition Benefit
- Salary: Competitive salary based on experience

**Reports To:** Superintendent

**Evaluated By:** Superintendent

**Direct Reports:** Early Education Lead Teacher, Early Education Associates, Early Education Assistant Director, Early Education Administrative Assistant and School Age Program Coordinator

**Qualifications:**

- Meets DHS Director requirements for the state of Iowa.
- Bachelor's degree in Education preferred.
- Experience in Christian Education preferred.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible-believing church and committed to growth in their personal relationship with Jesus Christ.
- Must be able to pass child abuse and background check and drug test.
- Various training prior to or able to obtain after hire: First Aid/CPR, Mandatory Child Abuse Reporting, Universal Precautions, Child Care Essential Pre-Service Training.
- Must be physically able to lift a minimum of 25 pounds and work indoors or outdoors.
- Must be able to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- NAC Certification or equivalent preferred.

**Professional Profile:**

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality.
- Utilizes critical thinking and problem-solving skills.
- Proven ability to work in a leadership role with diverse groups, including faculty, staff, students, administrators, and parents.
- Uses discernment, discretion, and confidentiality in the operation and oversight of the school and its programs.
- Demonstrates consistent spiritual leadership.
- Manifests excellence in communication, writing and customer service skills.

- Adapts communication style to suit different audiences.
- Demonstrated ability to develop strong relationships of mutual support with the constituent communities of the school.

## **Responsibilities:**

### **Instructional Leadership**

- Responsible for the oversight of the department's programs: curriculum, instruction, and assessment.
- Ensures the DMCS mission is integrated in all curricular and extracurricular activities.
- Cultivates an open and approachable leadership and learning environment that invites dialogue, creativity and collaboration.
- Visits classrooms regularly, conducting and documenting walk-through observations.
- Develops department goals with staff that align with school's strategic plan.
- Uses student achievement data with faculty and students to create individual academic growth.
- Promotes a school environment that is safe and developmentally appropriate for early learners.

### **Professional Development & Spiritual Leadership**

- Continues to acquire professional knowledge and learn of current developments in the educational field by attending seminars, workshops or professional meetings.
- Empowers staff to engage in professional development opportunities facilitating growth in classroom effectiveness, quality and skill.
- Encourages staff as they continually grow in the grace and knowledge of Christ.

### **Administrative Leadership**

- Ensure program meets all licensing and state requirements.
- Works collaboratively with the Leadership Team concerning the needs of the Early Education Department, including strategic planning of DMCS.
- Supervises and evaluates direct reports and makes recommendations regarding goals, development and areas of improvement.
- Partners with Elementary Principal in student transition from Early Education to Elementary.
- Ensures that board policies and procedures are implemented and followed.
- Coordinates with Human Resources in recruitment and selection of employees, performance reviews, corrective action, and other human resource issues.
- Manages the budgetary and financial affairs of the Early Education Department including partnering with the Director of Finance & Operations to develop the annual budget.
- Structures staff schedules and manages staffing hours to meet budget.
- Responsible for annual updating of the Early Education Parent handbook.

### **Community Focus**

- Establishes positive and effective family relationships thereby encouraging partnership with parents in fulfilling the DMCS mission.
- Maintains timely, relevant and effective communication with students, parents, and staff.
- Partners with the Admissions Director for the process of student admissions and enrollment including meeting with new families seeking admission to the school.
- Partners with the Director of Marketing & Communications on marketing strategies for early education programs.
- Maintains a visible presence at Early Education and school-wide events.