

**Job Description for Director of Weekday Education Ministry  
First Baptist Church, Augusta, Georgia**

**Job Title:** Director of Weekday Education

**Reports to:** Associate Pastor

**Responsible to:** First Baptist Church, Augusta, GA

**Scope:** Responsible for leading our Weekday Education Ministry program currently consisting of a half day program with a total of 27 classes, 350+ students, and a staff of 42 working with children age six weeks through kindergarten. The program should demonstrate a philosophy that is theologically sound, educationally and developmentally appropriate and professionally operated.

**Qualifications:** The Director of Weekday Education should possess the following attributes:

- A commitment to Christian Weekday Education.
- Active involvement in a local Christian church.
- Graduate of an accredited college or university with a major in early childhood education, child development, or other closely related field.
- Strong leadership skills with the ability to articulate vision and mission of the program to current and prospective families, staff, and the community.
- Skills to resolve conflict and emotional maturity to be an efficient supervisor of personnel and liaison to parents.
- Excellent written and oral communication skills.
- Experience in early childhood education in a preschool setting.
- Financial acumen and capability to aggressively manage budget while balancing the needs of the program and center.
- Technical skills including MS Office Suite (Word, Excel, Power Point, SharePoint), Adobe, and online document management and file sharing environments.

**Advisory and Consultation Relationships:** Associate Pastor and Weekday Education Advisory Committee

**Collaborative Relationships:** Ministers and Support Staff of the Church including Children's Ministry, Properties and Activities Ministries;

**Work Year:** The position is a full-time, salaried position, and operates according to the calendar for the Columbia County School System. Summer requires leadership of summer programs, held on Tuesdays and Thursdays, along with office hours to prepare for the upcoming school year.

## **ADMINISTRATIVE RESPONSIBILITIES**

1. Plan a program of developmentally appropriate curriculum and care model fostering an environment for children to reach their full potential. This includes sourcing and coordinating enrichment programs.
2. Recruit, hire, orient, observe, supervise, and evaluate the teaching staff and administrative staff of the Weekday Education Ministry. These responsibilities include:
  - Maintaining a high level of professionalism and ensure that the staff complies with the standards as described in job descriptions and expectations. This includes handling matters involving children, parents and staff confidentially.
  - Monitoring all written communication to parents as appropriate and in keeping with the principles of the Weekday Education Ministry prior to distribution.
3. Ensure that the Weekday Education Ministry seeks excellence regarding the health, safety and accreditation guidelines, specifically:
  - Reviewing lesson plans monthly/weekly to ensure adherence to licensing regulations.
  - Overseeing the orientation and training of staff in accordance with State guidelines.
  - Notifying personnel of continuing training opportunities and maintaining attendance records of personnel attending the training.
  - Monitoring classroom sanitation procedures as well as daily cleaning procedures that meet or exceed State regulations ensuring that the center is kept clean, attractive, and safe.
  - Coordinating safety drills.
  - Creating, updating, and implementing an approved emergency preparedness plan.
  - Preparing documentation for accreditation renewal.
  - Maintaining records on the ministry's operations, staff and enrolled children as required for accreditation.
  - Overseeing playground safety, upkeep and maintenance.
  - Resolve self-identified issues and/or violations within reasonable or mandated timeframes.
4. Operate the Weekday Education Ministry in a fiscally responsible manner. This includes the following:
  - Implementing strategies to achieve maximum enrollment.
  - Preparing and monitoring the Annual Budget of the Weekday Education Ministry.
  - Developing long-range financial forecasts.
  - Supervising the maintenance of payroll records.
  - Supervising efficient purchasing practices.

- Approving all expenditures prior to disbursement.
  - Administrating the financial affairs of the Weekday Education Ministry by preparing financial statements to be audited monthly by an accounting firm and available at the request of the Finance Committee.
5. Prepare, revise and maintain up-to-date records of all policies and handbooks pertaining to the Weekday Education Ministry.
  6. Maintain accreditation status.
  7. Compose weekly communications to parents, and staff as needed, while school is in session.

### **EDUCATIONAL RESPONSIBILITIES**

1. Ensure that an age and developmentally appropriate curriculum of instruction, training and Christian education is provided in the Weekday Education Ministry.
2. Ensure that the Weekday Education Ministry staff receives training which enhances their skills and improves their performance. Develop training goals for the staff and monitor their progress.
3. Provide resources to the parents of the Weekday Education Ministry that address their children's developmental needs and their concerns about parenting.
4. Coordinate a weekly chapel service for three through five year olds during the regular school year.
5. Conduct orientation sessions for parents and staff.
6. Work with the Weekday Education Advisory Committee to develop programs, events and presentations.
7. Actively promote opportunities to participate in events and ministries of First Baptist Church of Augusta.
8. Keep fully informed about issues affecting preschoolers, their parents, and the operation of the Weekday Education Program through research and reading, and attending seminars, conventions, and professional associations.