

# UPC DAY SCHOOL DIRECTOR

**Full-time: 40 hours/week**

**In-person, on-site**

**Reports to: Day School Committee and Head of Staff (Pastor) at University Presbyterian Church**

**Salary range: \$50,000-\$55,000 + benefits (including retirement and health/dental)**

**About UPC Day School:** The University Presbyterian Day School is a vibrant early learning environment offering a wide array of exciting and developmentally appropriate programs. We are committed to offering a nurturing, creative environment for the overall intellectual, physical, social and emotional development of each child. The University Presbyterian Day School began in 1961 and is supervised by the Day School Committee of the Session of University Presbyterian Church. Our school is a Louisiana State Licensed Facility and meets the standards required by the Louisiana Department of Education State Licensing Board. We welcome this opportunity to serve our community by creating an open and inclusive school for families of all faiths and backgrounds.

**Job Description:** We are seeking a highly qualified and experienced Day School Director to lead our team in creating a stimulating, developmentally appropriate learning environment for our students. This individual needs to have the ability to maintain the day-to-day operations of the school while meeting all licensing requirements, as well as provide an overall vision for ongoing improvement and growth.

## **Responsibilities:**

- **Leadership**
  - Ensure a high-quality, robust early childhood education program
  - Set the tone for the school by fostering a positive and collaborative culture that is welcoming and inclusive for all stakeholders (students, parents, staff, church)
- **Educational Program Oversight**
  - Recruit, train, and supervise qualified childcare professionals
  - Provide necessary assistance with curricular decisions
  - Evaluate teacher performance and provide coaching to improve instructional outcomes
  - Keep abreast of new trends and developments in the field of early childhood education and provide ongoing professional development through in-service training
  - Conduct regular staff meetings
  - Manage staff absences and maintain a qualified substitute teacher list
- **Operations and Safety**
  - Implement and enforce safety protocols to ensure the well-being of all children and staff, including regular necessary safety drills and cleanliness
  - Ensure safety of equipment in playground area; arrange for repairs when necessary
  - Supervise food preparation (lunch and snacks) with cooks and aides
  - Maintain library resources for children and staff
  - Manage the ordering and distribution of all supplies, educational and art materials, and equipment
- **Finances**
  - Present reports to the Day School Committee and Church Session, including enrollment numbers and their effect on the budget

- Work with the Day School Committee to develop an annual budget
- Maintain accurate and detailed financial and personnel records
- Research, prepare, and submit grants and grant reports to the Session for approval, and then on to the funding organization
- **Regulatory Compliance**
  - Ensure compliance with state and local licensing requirements and regulations needed to maintain accreditation
  - Stay informed about changes to regulations and inform all staff of updated policies
  - Maintain (and continually work to improve) school Performance Rating, as determined by the Louisiana Department of Education
- **Recruitment**
  - Collaborate with church staff and Day School Committee to create effective marketing materials and strategies to increase visibility and presence in the community
  - Actively recruit students to ensure enrollment targets
- **Communication**
  - Supply information to prospective parents about the school's philosophy, routines, tuition, hours of operation, curriculum, and its connection to the church.
  - Establish and maintain open and effective communication with parents/guardians, including parent programs and parent/teacher conferences
  - Ensure that teachers are given a system for updating parents on their child's progress: their individual strengths and areas of growth
  - Attend weekly church staff meetings and act as a liaison between the school and the church, including coordination of school activities with the use of church property

**Minimum Qualifications:**

- Either (a) a bachelor's degree from an accredited college or university with at least twelve credit hours of child development or early childhood education AND teaching experience (2+ years) in a licensed center OR (b) course work in child development or early childhood education AND extensive teaching experience (5+ years) in a licensed center

**Application and Selection Process**

Email a detailed letter of interest and your resume to [peggoc@yahoo.com](mailto:peggoc@yahoo.com).

Priority screening will begin after March 22, 2024. Applications received on or before this date will receive first consideration. Applications received after the screening date may be considered until the position is filled. Screening and interviews will begin on April 1, 2024 and continue until the position is filled.