

**Academy Director  
Job Description  
First Baptist Church, Hurricane, WV**

**Pastoral and Leadership Staff:**

The position of Academy Director shall be a First Baptist Church of Hurricane Leadership Team position, compensated through the Academy.

**Reports to:**

First Baptist Church of Hurricane Senior Pastor and Deacon Board through the First Baptist Academy Committee.

**Expectations & Qualifications:**

- Must be a member of First Baptist Church of Hurricane or willing to become a member. Their employment as director will be contingent upon their active membership of First Baptist Church of Hurricane.
- At least 21 years of age
- Education - Must hold at least a Bachelor's degree in Early Childcare Education, or a related field.
- Two years of relevant work experience with young children
- Additional training and/or experience in administration or management are desired
- Must pass a background check
- Must comply with the Employee Health and Safety requirements of the Academy Handbook.
- Must be registered with STARS (15 hours of class credits yearly with six of those being classes for directors only)
- Must be CPR and First Aid certified annually
- Must have a negative TB test conducted annually from the Health Department
- Must have current health exam (forms provided by FBA)
- Must have Child Abuse and Neglect Training (may be completed with teachers at an in-service training held at FBA)
- Must complete an application that includes three letters of recommendation for by the FBA Committee

**Position Responsibilities:**

The FBA Director shall be a person judged capable of carrying out the responsibilities delegated to this position.

- The director will attend all church staff meetings.
- The director will be first and foremost responsible for developing the kind of quality, community service that will be a good, effective Christian witness to the children, parents, and the community.
- The director will be in charge of planning the menus and purchasing the food for the Academy.
- The director will be responsible for developing and implementing a yearly budget with the financial secretary that will be approved by the FBA Committee.
- The director will be in charge of LINK billing monthly.
- The director will be responsible for staying abreast, implementing, and following all state laws, requirements, and guidelines found in the “Child Care Center Licensing Regulations” manual.
- The director will be responsible for developing the academic calendar and communicating with the church leadership, parents and staff about changes in the calendar due to inclement weather, picture days, etc.
- The director is a non-voting member of the FBA Committee and will attend all scheduled and special called meetings and provide a report concerning matters of the school operation.
- The director will interview and make recommendations for staff candidates. **Final decisions regarding hiring must have the approval of the FBA Committee.**
- The director will be responsible for enforcing personnel policies. **Decisions regarding dismissing employees requires prior approval from the FBA Committee.**
- The director will be responsible for student enrollment and recruitment. This includes advertising through the newspapers, Christian radio stations, the Hurricane water bill ads, and online.
- The director must have timely, direct, and clear communication with the Director of Preschool Ministry, the Board of Christian Education, and the Directors/Chairs of other ministries that use the space (Upward, Hospitality, etc.) including, but not limited to scheduling, room usage, room arrangement, rules and guidelines/state inspections, cleaning responsibilities, storage needs, furniture/toy/material purchasing/ownership and replacement.
- The director will lead a weekly meeting and daily prayer time prior to the beginning of the school day.

- The director will recommend curriculum or report changes in curriculum to the FBA committee for prior approval.
- The director will provide information about the Academy to First Baptist Church through the Beacon, announcements, etc.
- The director will manage and keep confidential all employee and student files.
- The director will confirm that all student information on enrollment forms are current and accurate.
- The director will participate and assist in scheduling parent-teacher conferences routinely and as needed.
- The director will evaluate teacher lesson plans on a bi-weekly basis, evaluate teacher performance in the classroom, and keep attendance records on all staff.
- The director will oversee and assist teachers with continuing education and certifications.

**Hours:**

- The FBC Academy Director position is classified as a part-time position. The Director is expected to work an average of thirty-five hours a week during the school-year (7:30 a.m. – 3:00 p.m.) with a half hour for lunch.
- During the summer months, the Director will establish a reduced work schedule with the Academy Committee, in order to maintain communication and contact with the FBA Committee, and the Director of the “Summer In The Son” program. The “Summer In The Son” and “After-Care” Directors report directly to the FBC Academy Director.
- The Director will return two weeks before the school year begins to prepare for the school year.

**Compensation:**

Salary: \$ \_\_\_\_\_ annually

- The director will abide by the guidelines set forth in the FBCOH Church Office Personnel Employment Policy, except vacation days which will be provided in the summer months.