



## Compel Academy Director

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**Title:** Compel Academy Director

**Reports to:** Brook Dees, Director of Early Childhood Learning

**Supervises:** Compel Academy Staff

**Status:** Full Time Employee

**Salary:** TBD

### General Description

Compel Academy Director manages and is responsible for all aspects of the day-to-day operations of Compel Academy as well as upholding our values and mission. These responsibilities include curriculum development, hiring and management of teachers and staff, communication, recruitment and enrollment, parent relations, budget development, supplies and equipment purchasing and other duties which may be identified on an ongoing basis. The Director leads teachers, creates relationships with parents, and provides guidance and direction to foster each child's success and to ensure the program's continued reputation of excellence.

### Task and Responsibilities

The Compel Academy Director's responsibilities include but are not limited to:

- **Program Supervision**
  - Oversee all day-to-day operations of Compel Academy
  - Oversee all recruitment and enrollment activities; includes coordinating online registration and tuition payments with the Compel Church financial office

- Collaborate with our Director of Early Childhood Learning and Compel Church Executive staff on the spiritual development of CA children and staff
  - Plan and coordinate CA special events in collaboration with our Director of Early Childhood Learning; events may be held on a weekends or evenings
  - Report property maintenance issues to the Compel Church Facility Team
  - Maintain licensing standards for safety and cleanliness procedures
  - Authorize all purchases for program and manage distribution of all supplies
- **Teacher and Staff Hiring/Development**
    - Hire and supervise all teachers, substitute teachers and staff
    - Write/edit Employee Handbook and train employees on policies and procedures
    - Conduct new employee orientation
    - Prepare in-service teacher and staff trainings
    - Evaluate and procure equipment and materials
    - Work with teachers and staff to set individual goals and education plans; conduct annual performance reviews
    - Procure substantial substitute teacher list
- **Classroom Supervision**
    - Manage room assignments of students
    - Observe and advise teachers on their classroom leadership, team collaboration, curriculum implementation, parent relationships, and adherence to the mission of the program
    - Ensure that all classrooms are safe and adequately staffed
    - Work with teachers to ensure high curriculum standards and to help students achieve benchmarks
    - Help teachers with classroom discipline issues and ideas

- Assist, as needed, in classroom activities and special events
- Plan monthly theme and associated age-appropriate activities for children
- Research and implement new ideas to augment curriculum
- **Communication**
  - Author monthly email communication with parents, teachers, and staff
  - Prepare and present reports as needed to church leadership
  - Respond to program inquiries and conduct tours of the facility/program for prospective parents
  - Prepare calendar for each classroom and distribute to parents on monthly basis
  - Conduct parent survey at the end of each session
  - Attend monthly Compel Church staff meetings as available
  - Work alongside our HN Compel Church Staff maintaining facilities.
- **Financial/Property**
  - Maintain all financial records in coordination with Compel Church's financial office.
  - Prepare annual budget alongside our Director of Early Childhood Learning
  - Order and maintain all curricular, operational, and administrative supplies
- **Minimum qualifications and skills:**
  - Have a personal relationship with Christ and strive to maintain Christ-centered behavior at-all-times (i.e. treating people with respect, compassion, and integrity)
  - Carry out the functions of the position while providing a cheerful and organized atmosphere for all who enter Compel Academy, meeting the need of the staff, students, and parents with care and discretion
  - Bachelor's degree in a related field or 3 years' experience in Early Childhood education which includes both classroom and administrative responsibilities.

- At least one year of supervisory experience
- Demonstrated ability to relate sensitively to children, parents and staff
- Openness to, and interest in, the spiritual formation of children
- Computer and email proficiency; including knowledge of Excel
- Basic financial management skills
- Able to work nights and weekends for special events
- **Physical Requirement:**  
Position requires ability to lift, hold, and carry up to 45 pounds for short distances. Some mobility is also required for duties such as monitoring CA staff and children in more than one room and/or on a playground. Position also requires work at a computer keyboard (typing, processing) and screen, sometimes for extended periods of time.

**Core competencies:**

- **Knowledge**
  - Administration and management – knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources
  - Child behavior and development – Knowledge of child development theory and associated behavioral norms
  - Childcare practices – Knowledge of general norms and practices for care of infants and toddlers, including safety issues and practices
  - Accreditation and certification requirements and standards
- **Skills**
  - Preparing budgets and managing financial resources.
  - Instructing – Educates teachers of new teaching methodologies.
  - Monitoring – Monitors performance of CA staff and gives constructive feedback.
  - Speaking – Communicates to parents and staff in appropriate manner.