

**HOLY TRINITY EPISCOPAL CHURCH
CLEMSON, SOUTH CAROLINA
POSITION DESCRIPTION – DIRECTOR OF EPISCOPAL DAY SCHOOL**

Summary of Position

The Director of the Day School is responsible for overall management of the Day School, including the promotion and development of the school, student recruitment and enrollment, fundraising, supervision of curriculum and staff, curriculum development. The Acting Director is also responsible for communication with parents, Headmaster/Rector and the Board, and management of budget. The position requires attention to detail, flexibility, and an ability to deal with the unexpected. The time period of employment in this position will begin 6/1/2021.

Accountability

Reports to the Day School Board and Headmaster/Rector.

General Responsibilities

- Honor the Episcopal Church’s liturgical traditions and follow the National Association of Episcopal Schools guidelines and principles
- Maintain an active presence during the school day
- Implement and develop policies and procedures as needed through consultation with Headmaster/Rector, Day School Board, and staff
- Interview, hire, promote, evaluate, and discharge staff (subject to review and approval of the Headmaster/Rector and Board)
- Admit children to the school and guide their progress
- Communicate regularly with the Headmaster/Rector, Board, parish, staff, and parents of the school children
- Oversee curriculum, curriculum development and updates
- Manage annual budget, with Board approval
- Lead daily chapel services

Daily Responsibilities

- Arrive in time to open the building for Early Morning Care by 7:15 AM –
- Serve as the assistant Early Morning Care provider when needed
- Prepare for lessons and chapel services
- Ring chapel bell at 9:15 a.m. Conduct chapel service
- Perform the duties of an assistant teacher when needed.*
- Handle poor behavior choices/discipline problems
- Assist with dismissal of children and be available to help with lunch and/or after school care

- Attend to administrative duties, planning, communications, record keeping, computer entries, manage website
- Provide office staff with ample advance notice of needed assistance, information for HT Notes, Sunday bulletins, Tempo articles, calendar dates, monthly billings, reports needed for board meetings
- Insure that all staff members adhere to Holy Trinity facility management policies regarding thermostat settings, closing classroom doors, turning off lights.
- Practice responsible cost saving strategies
- Insure proper procedures for closing the school at the end of the day

Weekly and Monthly Responsibilities*

- Conduct weekly or bi-weekly staff meetings
- Schedule field trips and in-school events, as necessary
- Prepare monthly calendar, post in hallway, on website, email to parents and provide hard copies to parents as needed
- Compile a monthly newsletter, post on the website, and email to parents; and provide hard copies as needed.
- Make decisions regarding school closing due to inclement weather or other emergencies; communicate closing information through multiple electronic avenues (website, email, TV and/or radio)
- Meet with prospective parents and conduct tours of EDS
- Attend monthly EDS Board meetings
- Plan activities that promote and raise community awareness of the Day School

General Qualifications

- Respect for Holy Trinity as a place of worship
- Welcoming, open and helpful manner
- Neat and presentable appearance
- Respect for confidentiality of information
- Ability to work with a variety of personalities in a flexible yet structured environment
- Good communication and supervisory skills
- Possess good computer skills and knowledge of necessary software for performing duties
- Ability to work independently and with others to set and accomplish goals

Specific Qualifications, Education, and Training

- Bachelor's Degree in Early Childhood Education preferred
- Teaching or administrative experience preferred
- Knowledge of DSS and DHEC guidelines for preschools and day care centers
- Excellent communication skills and proficiency with social media
- Experience and/or training in budgeting, marketing and development
- Able to attain all DSS required certifications for preschool employees by 5/1/21