

First Baptist Day School

Job Description – Director

Jan. 2025

Job Summary

The director is responsible for all aspects of the daily operation of the school to ensure the social, emotional, and academic development of students, including but not limited to the following: staff hiring and oversight; curriculum and instruction; student recruitment and enrollment; parent and family engagement & communication; business operations and budget creation & management; supply order; and coordination with the day school board and the church. To apply, please email a resume to hhatton@fbcmemphis.org. Minimum salary: \$65,000, based on experience.

Job Details/Work Hours

- Full-time, 12 months, Monday-Friday
- Standard hours of the school are 9:00 am to 3:00 pm with early care beginning at 7:30 am and aftercare lasting until 5:30 pm
- Reports to: First Baptist Church Associate Pastor and the Day School Board
- Key relationships: students; parents; teachers; FBC Operations Manager

Key Responsibilities

- **Staff Oversight**
 - Supervise & manage all employees of the day school: teachers, assistants, floaters, etc.
 - Provide training & support for staff to meet personalized goals
 - Conduct annual performance reviews for all staff
 - Lead regular staff meetings
 - Solicit staff feedback regularly to continually improve the school
 - Develop and disseminate formal staff surveys
 - Identify personnel issues and take appropriate action as necessary
 - Recruit, interview, hire, and train new staff as necessary
- **Student Recruitment & Enrollment**
 - Develop and implement plans for marketing, advertisements and recruitment to maintain optimal enrollment
 - Conduct tours for prospective families
- **Parent & family engagement**
 - Produce monthly parent newsletter as well as other parent communication as needed
 - Oversee the maintenance of the FBDS website and social media for the school
 - Develop and disseminate parent surveys
 - Conduct regular family outreach events
- **Business & Budget Management**
 - Maintain annual childcare license by ensuring compliance with state rules & regulations
 - Prepare & manage annual operating budget, tuition scale and staff compensation plan
 - Oversee the purchasing of required supplies and equipment
 - Identify and plan for facilities maintenance needs

Assessments

- Maintains annual childcare license from the TN Department of Human Services by ensuring compliance with all state rules and regulations
- Achieves satisfactory performance evaluations, initial one after 90 days then annually