

CALVARY LEARNING ACADEMY JOB DESCRIPTIONS

TITLE: CALVARY LEARNING ACADEMY ASSISTANT DIRECTOR

KEY COMPETENCIES:

1. The ideal Learning Academy Assistant Director shall:
 - Have earned a college degree.
 - Have experience in early childhood education.
 - Demonstrate the ability to manage both people and resources efficiently and graciously.
 - Have general knowledge of computer programs and e-mail at a highly proficient level.

2. The Learning Academy Assistant Director must demonstrate the following skills:
 - Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community.
 - Demonstrate highly effective organizational, time management, and multi-tasking skills.
 - Have effective written, verbal, and social media communication skills.
 - Ability to demonstrate sound judgment in decision making.
 - Ability to maintain confidentiality concerning information related to children, parents, or staff members.
 - Ability to be flexible in your role and be willing to complete job duties outside of your title as needed (i.e., fill in for an absent staff member, attend meetings or activities that could require time outside of the regular workday, etc.)

3. The Learning Academy Assistant Director must demonstrate the following personal attributes:
 - Must be a committed Christian in faith and belief and is actively involved in Christian fellowship that does not contradict the beliefs of the United Methodist Church.
 - Have excellent integrity and demonstrate good moral character. Be honest, trustworthy, and dependable.
 - Possess cultural awareness and sensitivity.
 - Be flexible and enthusiastic.
 - Have a genuine love for children and a strong commitment to their education.

ACCOUNTABILITY:

Responsible to the Learning Academy Director, the Learning Academy Board, Pastors, and the Staff Parish Relations Committee of Calvary United Methodist Church.

FUNCTION:

Assist in administering the day-to-day operation of the program in keeping with its policies and philosophy.

RESPONSIBILITIES: (Included but are not limited to)

General:

1. Help the Learning Academy Director manage all facets of the program and fill in when the director is absent.
2. Be on the premises during operating hours.

3. Greet children and parents at drop off and make the transition time as easy as possible.
4. Attend all CLA Board meetings, staff meetings and other church meetings as requested.
5. Be available to counsel with parents, if necessary.
6. Be aware of children with special needs and adapt the program to include them whenever possible.
7. Know community resources when referral is needed to help families with physical and emotional problems.
8. Be available to interpret the Learning Academy program to groups within the church.
9. Attend all CLA extracurricular events and will engage in the worship, fellowship, outreach, and mission of Calvary United Methodist Church.
10. Attend continuing education as delineated by the Board.
11. Communicate effectively and openly with parents, staff, Pastors, and Board members.
12. Be responsible for gathering information and publishing a CLA monthly newsletter for parents.
13. Updates the CLA portion of the UCMC website and/or Learning Academy social media pages.
14. Assist teachers in the classroom when needed and be a support for teachers handling discipline problems.
15. Conduct interviews and hiring of new staff members with the Director.
16. Perform other duties as assigned by the Learning Academy Director.