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**Job Description (Title):** Academy Director  
**Status:** Exempt  
**Reports to (Title):** FBCA board  
**Supervises (Title):** All Academy Staff

**Job Summary:**

Demonstrates leadership, supervisory and administrative skills necessary to manage the Academy and to promote the spiritual, emotional, physical, social and cognitive development of each child.

Complies with all federal and state laws and regulations as well as internal policies and procedures of First Baptist Children's Academy and the First Baptist Children's Academy Code of Conduct. All employees are expected to comply with these responsibilities as they relate specifically to their jobs and their performance will be evaluated on the attainment of objectives set for compliance and responsibilities.

**Duties and Responsibilities:**

1. Demonstrates Christian maturity in attitude, actions, speech, and sensitivity to the spiritual needs of people and exhibits a consistent walk with Jesus Christ.
2. Provides Personnel management in the recruitment, interviewing, selection, training, development, retention and dismissal of all Academy staff to include but not limited to job descriptions, development of staff, development plans, performance evaluations, and communications in conjunction with the academy board.
3. Provides instructional management in the development, revision and evaluation of all curriculum;
  - Prioritizes and monitors instructional programs.
  - Responsible for providing supplies, workbooks and instructional materials for all Academy programs.
4. Provides child management by development and implementation of policies, procedures and curriculum evaluation that maintains an orderly Academy environment conducive to growth and development of children:
  - Enhances child growth and development spiritually, academically, socially, physically and emotionally.
  - Assures maintenance of accurate record for each child in compliance with state licensing and regulatory agencies.
5. **Academy Director Responsibility to Academy Board:**
  - Participates in Board Meetings.
  - Assumes responsibility for the implementation of FBCA board directives.
  - Follows established administrative procedures in the operation of the academy.
  - Assists in the development of both Board policy and administrative procedures.
  - Communicates regularly with the Board president to keep the board informed of activities and areas needing focus.
  - Files requested reports in accurate and timely fashion.
  - Performs such other tasks as may be assigned by the FBCA board.

**6. Business Management:**

- Assists with development of the annual budget of the Academy for approval by the FBCA board.
- Helps manage the budget expenditures throughout the fiscal year to assure that expenditures are in accordance with allocations.
- Communicates needed budget changes to the FBCA board.
- Sets up and oversees the billing system and ledgers based on stated accounting and bookkeeping principals for the Academy students. Handles any problem cases of delinquent accounts.
- Provides for the purchasing of all preschool supplies, materials and equipment
- Maintains an inventory of preschool classroom furniture and equipment. Makes replacements when necessary.
- Establishes and supervises office procedures, including files of children, the enrollment process and preschool publications and communications.

**7. Parent/Community Relations**

- Establishes and maintains regular communications through memos, monthly newsletters and frequent interaction with parents.
- Develops and supervises parent education opportunities.
- Keeps parents informed of individual child needs, holding conferences when necessary.
- Implements formal and informal opportunities for the community to visit and know about the academy.
- Arranges opportunities for children to participate in community activities.
- Attends community functions as a spokesperson for the academy.

**Note and Acknowledge the Following:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees might be excluded from this position.
- This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform other reasonably related duties as assigned.
- Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
- This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.
- This position requires you to work at a computer and/or data entry workstation.
- Must be able to lift 25 pounds.