

Extended Day Director

Brentwood Christian School

Brentwood Christian School is in search of a Director for the after school program to oversee and direct the activities and curriculum of the Extended Day program. Brentwood's Extended Day program plays an integral part in the success of the school providing diverse and engaging activities and opportunities for students in Kindergarten through 12th grade. The Director will be responsible for leading teaching staff, supporting families, and achieving enrollment, and operational objectives.

If you are eager to make a difference in God's kingdom, then there is no better place than Brentwood. The ideal candidate will be an active member of the Church of Christ, have experience in childcare and/or education with at least 2 years of experience successfully managing a childcare program, excellent administrative, organizational, and communication skills, a knowledge of child development concepts and a love for children.

This position is full-time and eligible for benefits including medical, dental, vision, life insurance, flexible spending accounts, 403(b) retirement savings plan, tuition discount, paid school breaks and PTO. All candidates must complete an online application, submit to a background check including driving record check and provide proof of authorization to work in the United States.

REPORTS TO: President
CLASSIFICATION: Full-Time; Exempt; Year Round

SUMMARY: Direct and manage the Extended Day program and nurture students in a Christ-centered academic environment that emphasizes excellence and inspires students to develop their individual God-given talents for lives of Christian leadership and service.

RESPONSIBILITIES:

- Direct and oversee the activities and curriculum of the Extended Day program
- Communicate effectively with parents regarding student behavior, progress and program policies
- Maintain program budget and submit monthly billing and payroll
- Track, record and report key metrics and maintain program enrollment records
- Maintain program equipment and supply inventory
- Effectively supervise and support program staff
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

QUALIFICATIONS:

- Must have a high school diploma or GED
- Bachelor's degree in Education, Psychology, or Social Work preferred

- Must have 5+ years of childcare experience including a minimum 2 years successfully managing a childcare program.
- Must be an active member in a Church of Christ congregation

SPECIAL KNOWLEDGE/SKILLS:

- Strong interpersonal and customer service skills
- Effective written and verbal communication skills
- Knowledge of child development concepts
- Attention to detail and effective organizational skills

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 25 pounds
- Ability to bend, kneel, stoop and crouch
- Must be able to sit for extended periods of time