

Faith Baptist School

Position Description: Director

I. Qualifications:

1. Must be a Christian and a regular attender of Faith Baptist Church or a church of like doctrine and practice
2. Has completed all the required Ministry Safe screening prior to be hired, and undergoes follow up screening
3. Possess a Bachelor of Education degree or equivalent
4. Maintain certification in First Aid and Cardiopulmonary Resuscitation
5. Effective communicator
6. Excellent Organizer

II. Duties, Responsibilities, and Expectations:

FBS Functions and Programs

1. Implement and review the goals and standards of the school
2. Establish and consistently apply policies and procedure for day-to-day operations
3. Create forms, publications, calendars, and documents for effective school management
4. Organize and maintain all school files and records
5. Maintain FBS website
6. Oversee extracurricular activities and events
7. Order supplies for teachers and students
8. Work with teachers to choose textbooks and programs to meet the educational standards

Students

1. Maintain student files
2. Handle behavioral issues that surpass the classroom level with consistent established practices
3. Know each student as a learner

Communication

1. Prepare, organize, and update school publications for parents and staff
2. Lead staff meetings, trainings, and workshops as needed
3. Communicate with parents and staff on a regular basis
4. Share information about Faith Baptist Church with parents, staff, and students as appropriate

Employee Management

1. Establish duties and provide job descriptions for all FBS employees
2. Maintain employee files
3. Hire effective teachers and support staff
4. Observe classroom instruction and give feedback
5. Monitor lesson plans and grades
6. Conduct formal evaluations, employee counseling as needed for all employees
7. Maintain contracts for all employees

Finance

1. Prepare and adjust budget annually to include a salary schedule for FBS staff
2. Record and deposit all monies regarding school business
3. Pay and document substitute pay
4. Submit payroll monthly
5. Submit monthly reports for copier usage
6. Produce billing for tuition, before and after-care

Employee

Date

Lead Pastor

Date