

**Sardis Presbyterian Church  
Position Description**

<b>Position:</b> Director of Sardis Weekday School	<b>Reports to:</b> Associate Pastor for Families
<b>Ministry:</b> Sardis Weekday School Steering Committee	<b>Classification:</b> Full-Time with benefits, Exempt
<b>Compensation:</b> Base salary starting at \$48,000	<b>Typical Hours:</b> Monday-Friday, 8:00-3:00

**Position Overview:**

The Sardis Weekday School Director is responsible for maintaining the strategic vision for and the overseeing of all aspects of running the day-to-day operations and program for the Sardis Weekday School. It is expected that the Director of the Sardis Weekday School will demonstrate a strong Christian faith and a love of children.

**Qualifications:**

- Bachelor’s Degree, with minimum of three years teaching experience
- Minimum of three years in childcare program administration

**Duties and Responsibilities:**

- Responsible for all hiring, training, and supervising of Weekday School personnel
- Implement developmentally appropriate curriculum and programming that nurtures the whole child in an atmosphere of Christian love
- Communicate effectively with children, parents, colleagues, and church leadership
- Develop and document necessary school policies and guidelines/procedures and ensure said policies are implemented and followed
- Oversee a strategic marketing and communications plan to promote the Sardis Weekday School within the community
- Maintain strong relationship with the church by connecting weekday school families and church members with one another through events
- Work with the Sardis Weekday School Steering Committee (board of directors) and the Sardis Parent Committee
- Ongoing professional development for staff in the cognitive, emotional, social, and physical needs of children
- Manage Weekday School budget
- Maintain working knowledge of, and compliance with, all federal and state requirements and standards conforming to all applicable Health, Safety and Licensing regulations.

**Essential Skills and Abilities:**

- Organize and initiate work with minimal supervision
- Gather, analyze, interpret, and report operational metrics
- Prepare budgets and use financial statements
- Maintain computer and technological literacy
- Solve problems effectively
- Maintain confidentiality

**Apply**

Interested, qualified applicants are invited to send a resume and cover letter to [employment@sardis.org](mailto:employment@sardis.org)