

CROSSPOINT ACADEMY- DIRECTOR

Position Title:	Academy Director Exempt Position
Date:	TBD
Supervisor:	Director of Crosspoint Academies and Kids
Purpose:	To champion the vision of people connecting people to Christ and their unique role in God's mission through Crosspoint's outreach ministry - Crosspoint Academy. This is primarily carried out by overseeing all aspects of Crosspoint Academy to include: staffing ministry focused teachers, upholding state licensing requirements through DCF and VPK/SR, overseeing daily operations, teaching staff and connecting Crosspoint Academy families to Christ through relationships and ministry events at Crosspoint.

PRIMARY DUTIES:

1. Be fully integrated into the life of the Freeport Campus in alignment with the vision and mission of Crosspoint and participate in all meetings and activities for the staff as directed by the Director of Crosspoint Academies and Kids and the Campus Pastor.
2. Be the primary champion of and oversee all aspects of Crosspoint Academy and its growth potential as a leading childcare center - budget management, advertising, staffing, relationship building, community connections and program events
3. Oversee and lead Crosspoint Academy teaching staff relationally, missionally and spiritually according to Crosspoint's vision and mission, but also in best practice for Early Childhood education and development.
4. Lead the Crosspoint Academy staff in our Crosspoint Academy policies/procedures/regulations and any state funded programs such as DCF/VPK/SR/StepUp as well as the DOE for Kindergarten.
5. Intentional partnership with the campus Kids Minister and shared oversight of the Kids building and maintenance of materials/supplies.
6. Oversee the hiring of all Crosspoint Academy staff (both new and existing) under the direction of the Director of Crosspoint Academies and Kids.
7. Uphold the Staff Covenant.

SKILLS DESIRED:

1. Dedicated Follower of Jesus.
2. Ministry and relationship focused/team building
3. A self-starter who can multi-task and prioritize workload.
4. Strong leadership and relational skills. Amiable personality.
5. Strong management skills - strategic thinker and conflict resolution
6. Skillful administrator with prior teaching experience. Education degree desirable, DCF Director Credentials with VPK endorsement required.
7. Ability to train and empower teachers to carry out a developmentally appropriate curriculum with incorporated biblical focus.
8. Maintaining a healthy budget, organizational skills, staffing (recruiting/scheduling/training)
9. Ability to get along with people of all backgrounds, beliefs, and personality styles.
10. Ability to work as a team with Crosspoint Kids ministry staff and always portray the church, staff, and ministry in the most positive light in the church as well as in the community.

PHYSICAL ACTIVITIES AND WORK ENVIRONMENT:

Upon appropriate request, Crosspoint Academy may provide employees with a reasonable accommodation, so long as doing so does not result in undue hardship to the church.

1. Frequently remains in a stationary sitting position at a work station or with children in a class.
2. Frequently remains a standing position, moving from place to place.
3. Frequently must have ability to perceive the nature of sound to monitor activity and presence of students and respond to communication with students and adults.
4. Frequently must have close vision ability to read handwritten or typed material and the ability to adjust focus and monitor children.
5. Occasionally bends, twists and crouches.
6. Occasionally reaches with hands and arms.
7. Occasionally lifts, transports and/or pushes moderate weight items up 25 pounds.
8. Works primarily in an indoor environment.
9. Work environment noise level is frequently low to moderate but may occasionally be high.

KEY PERFORMANCE MEASUREMENTS:

1. Continual improvement of Crosspoint Academy's program, processes, policies, and outreach which includes - intentional strategies for advertising and program structure (full time, part time, number of classes and staffing etc) , Procure oversight (communications, billing, waitlist) Overall efficiency and organization of daily duties and the ability to meet deadlines.
2. Crosspoint Academy staff feels empowered and equipped - maintain a healthy culture and teacher retention
3. Increased involvement of staff and family of kids who attend Crosspoint Academy in the Body of Christ at Crosspoint by building a connecting between Crosspoint Academy and Crosspoint Kids.
4. Ensure that Crosspoint Academy is financially self-sustainable by maintaining a healthy budget and responsible budget spending and a willingness to adapt to program/community needs and creative advertisement strategies for enrollment and staffing.
5. Strong chemistry and unity within Crosspoint Academy's teaching team, Crosspoint staff, and Kids Minister.

CONTINUING EDUCATION DESIRED:

Attend appropriate DCF director meetings, workshops and training as requested by DCF or supervisor. Maintain Director's credentials requirements.