

DaySpring Arts & Education

Academy Director



January 4, 2021

About DaySpring

DaySpring Arts & Education is a non-profit organization located in Maryland Heights, with two divisions: a School of the Arts and an Accredited Pre-K through 12th grade Christian Academy, following a university model. Classes at all levels of DaySpring Academy occur 3 days in the classroom, with 2 days at home to complete their work with parents.

DaySpring Academy embraces a project-based approach to education, focusing on collaboration, critical thinking, effective communication and creativity in all content areas. Our teachers enjoy a light schedule where they can teach in a rewarding classroom and still have days off for other pursuits and family responsibilities.

Position Summary

We are looking for an organized detail-oriented professional to serve as full time Director of DaySpring Academy. This position requires an educator with significant experience who has spent some time in a top administrative role. Candidates should be innovative and knowledgeable in current best educational practices, able to guide faculty and staff and attract new talent, and to oversee day-to-day operations of the Academy. This position will report directly to the Executive Director, and will be available in May/June 2022.

Responsibilities

- Teachers
 - Create class schedules that allow teachers to utilize their time at DaySpring most efficiently
 - Working with administration, promote equity in pay among teachers
 - Communicate Expectations and Policies to Teachers
 - Research and find training for teachers and make suggestions to the Executive Director
 - Work one on one with teachers assisting with classroom management, lesson planning, parent communications and other types of responsibilities
 - Working with Executive Director to develop Academy policies
 - Hiring/Firing including composing advertisements for needed teacher positions
 - Working with administration to create contracts
 - Evaluate teachers
- Curriculum
 - Evaluate, Research and update curriculum
 - Catalog all books and materials for students and teachers
 - Schedule the year of classes
- Events
 - Develop program for Open House
 - Work with teachers to develop school orientation
 - Schedule parent teacher conferences
 - Work with volunteer parents and teachers to develop school activities
- Students/Parents
 - Work with students who have learning challenges or socio-emotional challenges
 - Deal with students and/or parents in regards to inappropriate behavior
 - Counsel students on a course of action for high school
 - Work with parents and students on visiting colleges, filling out applications, FAFSA, testing, scholarships and how to choose a school
 - Correspond with all new prospective families
- General Administration
 - Develop division budget for year
 - Weekly communication with ED on progress of division

Qualifications

- Master's degree preferred
- 5 years experience in education.
- Strong, professional verbal and written communication skills
- Ability to multitask and prioritize projects
- Commitment to punctuality and teamwork

Application Instructions:

- Application Deadline: Open Immediately
- Please submit cover letter and resume by email only to nancy@dayspringarts.org. In the subject line please use "Academy Director". No phone calls please.