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.