

Director - Mount Hope Christian Academy

Job Description

Mount Hope Christian Academy, located in Fredericksburg, VA, is seeking an experienced administrator to serve as Academy Director. As a Christian-based pre-school, the Academy will provide half-day and full-day, preschool programs for 2 - 4 years old students. Additionally, Mount Hope Christian Academy offers Before and After School Programs for students ages 2 - 12. The Director shall have the credentials and comprehensive understanding of early childhood development, and espouse and demonstrate Christian beliefs, through interactions and communications with staff, parents, students, the Mount Hope Christian Academy Advisory Board and key leaders within the Spotsylvania Community, that align with those of Mount Hope Baptist Church and the Mount Hope Christian Academy.

Education/Experience:

Bachelor's Degree in Early Childhood Education (Master's Degree preferred) or Bachelor's Degree in Education with additional credentials in Early Childhood Education required (Master's Degree preferred) with a minimum of 3 - 5 years of teaching experience and/or administration, supervision, and/or demonstrated leadership in early childhood education and development.

Salary: Up to \$50,000, based upon education and experience.

Overall Job Description:

The Director will be responsible for overseeing all aspects of a Christian-based academic program, to include the school ministry, accounting and financial management, staff licensure/certifications in accordance with the Department of Education/Department of Social Services Standards, staff recruitment/hiring/training, and school safety. Additionally, the Director will:

- Support organizational mission, vision, philosophies, and goals.
- Supervise the selection and implementation of curriculum materials, curriculum development, and the implementation of best practices.
- Work collaboratively with students, parents, staff, the Mount Hope Christian Academy Advisory Board, and church to meet Academy and church goals.

- Oversee the training of staff personnel and ensure professional development education is conducted in accordance with Department of Education/Department of Social Services requirements.
- Maintain professional relationship with administrators at schools serviced by the Academy's Before/After Care Programs.
- Must show proof of COVID19 vaccination or be willing to receive vaccination prior to employment unless a medical or religious exemption is applicable.

Essential Job Functions:

- Cultivate positive partnerships with all community stakeholders who are integral to the Academy's operation and success.
- Attend School Board Meetings when relevant topics are on the agenda, PTO Meetings, MHCA Board Meetings, and other community activities outside of Academy operating hours.
- Provide monthly updates for the Mount Hope Christian Academy Board, to include efficient and timely financial reports.
- Oversee and ensure timely and accurate communications, as appropriate to meet daily operations and management of a prosperous Christ-centered, preschool program.
- Ensure that policies and practices are aligned with the vision, goals, and mission of the church.
- Oversee hiring of staff - to include a viable substitute teachers and volunteers pool, staff certifications and training, to include professional learning.
- Lead fundraising efforts with parents and local fund-raising organizations.
- Secure school resources and financial awards through grant writing and community partnerships and sponsorships.
- Identify opportunities to market the Academy throughout the community.
- Develop and implement a marketing plan for recruitment and student retention.
- Develop and implement a social media plan to engage with parents and members of the community regarding Academy activities and events.

Knowledge, Skills, and Abilities:

- Strong oral and written communication skills.
- Knowledge and/or experience implementing hybrid and/or virtual learning platforms that can be adapted to preschool aged children (preferred but not required).
- Exceptional organizational and management skills.
- Strong instructional background and leadership ability.

- Ability to delegate effectively and efficiently, with appropriate oversight.
- Keen understanding of financial planning and management to oversee the daily operations of the Academy.
- A passion and patience for engagement with children and genuine concern for the well-being of Academy children and staff.
- Proficient in Microsoft Office (Word, Excel, Powerpoint and Outlook) and Google platforms.

To apply for the position, please:

- Apply online at <https://www.mhcademyva.org/employment/>.
Send your completed application to: director@mhcademyva.org.
- USPS: Mount Hope Baptist, 6823 Harrison Rd, Fredericksburg, VA 22407, Attention: Director