

LIONHEART CHILDREN'S ACADEMY DIRECTOR

The Academy Director will be responsible for managing all aspects of academy operations and meeting the state licensing requirements as outlined in the Minimum Standards for Child Care Centers. The Academy Director will promote and instill corporate values, vision and goals. The Academy Director will foster and maintain positive relationships with academy staff, key host church staff, parents, students, vendors and the local community while providing strategic leadership and oversight of the academy.

The Academy Director will report directly to the VP of Academy Excellence and have direct reports from Community Director, Assistant Director, Lead Teachers and all other academy support staff.

Primary Responsibilities:

Visionary Leadership

- Promote and maintain the vision, mission and core values of Lionheart Children's Academy.
- Exercise both professional and spiritual leadership and focus to ensure that the goals and vision for the academy maintain priority.
- Ensure that the culture of the academy is dynamic, inspiring and fun.

Church Relations

- Cultivate and develop strong relationships with church partners to maintain their satisfaction and ensure their goals are achieved. Contribute to bi-monthly reports on progress and meet with Regional Director to assess effectiveness. Maintain regular communications with key church contacts with academy updates and spiritual highlights.
- Assist in marketing efforts to cultivate additional church partners.

Outreach Marketing

- Develop and strengthen partnerships with teachers, educational specialists, school/district administrators, churches and parent/teacher organizations.
- Contribute to effective marketing plans and other direct marketing strategies to achieve and maintain enrollment goals.
- Consistently grow the academy through on-going marketing and promotion of the academy.
- Work closely with the Regional Director and National Office on production of collateral, social media strategies, web content, etc. for promotion and operation of the academy.

Academy Management

Staffing & Leadership Development

- Recruit, hire, and train exceptional academy staff.
- Provide leadership to academy leadership and academy staff- including spiritual nurturing, coaching, mentoring, encouragement, educational and professional development - to ensure that they are passionate and joy-filled as they lead others.
- Be available to Academy leadership, staff, parents and church leaders for resourcing and/or problem-solving.

- Evaluate and document Academy staff job performance, development plans and compensation recommendations.
- Actively participate in key professional organizations so as to enrich personal and professional development.

General Operations

- Develop, implement and oversee all operating standards, processes and systems necessary to effectively operate academy to achieve stated outcomes.
- Ensure compliance with all licensing requirements and federal and state laws related to academy operations.
- Conduct annual tuition rate survey in order to adjust tuition rates, based on child care trends in the area.
- Leverage opportunities to receive competitive quotes from new vendors for products and services.
- Enforce tuition requirements and resolve problems for non-payment, when necessary.
- Ensure that information in the faculty and crisis handbook remains relevant and up to date.
- Visit classrooms on a weekly basis to ensure adherence to corporate and academy goals, standards and objectives.
- Maintain weekly/monthly checklists for licensing standards compliance.

Space and Equipment

- Planning for and equipping outdoor areas.
- Planning for and equipping indoor areas.
- Arranging for custodial care, maintenance, and repairs.

Enrollment

- Interviewing parents of prospective students.
- Orientation of newly enrolled students.
- Familiarizing the parents of newly enrolled students with school policies.
- Being alert to enrollment needs at all times.
- Maintaining an advertising and public relations program to promote enrollments.

Parents

- Maintaining an active system of parent-school relationships.
- Planning and administering a parent-education program.
- Planning and administering a parent-participation program.
- Maintaining an open line of communication between parents and staff.
- Establishing and maintaining parents' resource library.

Health

- Planning and implementing a health program for the school.
- Contacting recognized agencies that are able to help children with special needs.
- Maintaining a referral system for children who have special needs.

Safety

- Planning and implementing a safety program for the school.
- Keeping informed of the school's legal responsibilities and liabilities.

- Scheduling, conducting and recording fire and storm drills.
- Assuring that teachers plan activities to teach the children safety on an ongoing basis.
- Maintaining all vehicles and providing annual training for staff to insure transportation safety.

Community Relationships

- Welcoming visitors to the school and arranging for the visits to be pleasant and worthwhile.
- Being available to community groups for public events that pertain to early childhood and to family life as a whole.
- Maintaining a liaison with representatives of various branches of local, state, and federal government for the purpose of supporting legislation concerned with education.

Planning , Budget & Forecasting

- Work closely with the Regional Director to develop the academy's annual plan including key outcomes and corresponding budget.
- Monitor monthly financial statements for the academy and review/develop action plans with Regional Director.
- Provide monthly forecasts to the Regional Director.
- Provide timely and accurate weekly and monthly records and reports - to include financial packets, bank deposits, payroll, budget controls, petty cash reports, tracking sheets, contact logs and call backs, etc. to Regional Director and National Office as requested.
- Adhere to budgetary guidelines - specifically accounts receivable, labor expenditures and food purchases.
- Leverage opportunities to receive competitive quotes from new vendors for products and services.

Background, Experience and Education:

Bachelors Degree required. Minimum 5-10 years experience as Academy Director for a licensed child care facility. Academic experience with toddler, pre-school and/or elementary teaching. Key expertise will include accreditation, marketing, recruitment and staff supervision, operations management and customer service. Experience with Microsoft office products, with proficiency in Outlook, Excel and/or other database management or CRM systems.

Critical Gifts:

- Spiritual maturity - committed and passionate follower of Jesus Christ
- Burning desire to reach children and parents
- People builder - proven ability to build teams, grow leaders, and create culture
- Excellent communication skills, both verbal and written
- Results-driven, self-starter
- Excellent customer-service skills and the ability to create effective partnerships with churches, families and staff
- Well-versed in child care accreditation and licensing standards
- Strong collaboration and teamwork
- Strong organizational and project management skills
- Capacity to effectively manage academy financials