



ZION BAPTIST ACADEMY

Executive Director (Daycare, Pre-K and Kindergarten Programs)

JOB SUMMARY

Zion Baptist Academy (ZBA) is seeking an Executive Director to lead its Daycare Center, Pre-K Program and Kindergarten. This person should be strategic, energetic, creative and engaging, with a desire to be successful in leading ZBA and sharing its vision.

Zion Baptist Academy fulfills its Christian-based mission in a safe, innovative learning environment. Zion Baptist Academy operates an on-site daycare center, Georgia's Pre-K Program, and Kindergarten. The Executive Director for Education and Administration (EDEA) provides overall leadership and supervision of the ZBA education programs and operations. Specifically, the EDEA is the lead administrator in charge of curriculum and instruction, administration, operations, and budget oversight. The position serves to ensure compliance with laws, regulations, and policies governing the care, nurture, and instruction of students in early learning and school settings. As chief advocate for the school, the EDEA networks to build partnerships throughout the community and is responsible for marketing programs to expand enrollment and overall school growth. In addition, the EDEA works with all stakeholders (ZBA Board of Directors, Zion Baptist Church, families, and community partners) to create a common vision for ZBA and to ensure success. The EDEA is an ex officio member of the Board of Directors and reports directly to the ZBA Board of Directors while supervising all ZBA staff.

JOB RESPONSIBILITIES

- Provides overall leadership for a faith-based early learning program (Infant through Kindergarten), including academic, religious, cultural, arts, and extended-day programs.
- Works with the Board of Directors to identify capital, staffing, and faculty requirements needed for the Academy to achieve its mission.
- Executes a strategic plan with staff to meet annual goals.
- Fosters a challenging educational environment to support, care for, and nurture each student while promoting academic, moral, spiritual, physical, and emotional growth.
- Supervises, monitors, and evaluates staff performance including coaching or mentoring for performance improvement and development.
- Oversees the Academy's business and financial management, including annual budget formation, stewardship of resources, planning, and financial forecasting and reporting.
- Ensures compliance with licensing requirements with all other applicable county, state, and federal laws, rules, and regulations. Serve as the primary point of contact with all governmental and regulatory bodies.
- Develops and administers operational and personnel policies for the Academy.
- Builds and maintains partnerships with families, educational organizations, and the community at large.
- Leads Academy marketing and development (fundraising) campaigns to enhance school growth and positive standing in the community. Markets the Academy to grow enrollment and enhance program offerings including technology and the arts.
- Produces school, community, and social media communication and posts as needed.

- Coordinates Annual Fund campaign including special fundraising events and capital campaigns under the leadership of the Board of Directors.
- Directs and implements the admissions, enrollment, and school exit programs.
- Serves as liaison between the school and Zion Baptist Church and its Board of Directors seeking opportunities to enhance interaction and communication.
- Performs other duties as assigned by the Board of Directors.

MINIMUM QUALIFICATIONS

Education

- Bachelor's Degree in Education, Childcare, or a Related area.
- Master's degree preferred.

Certification/Licensure

- Teacher certification, Day Care Director's License, Supervisory certification or another related credential.
- Minimum 7 years teaching experience and 7 years of education administration.

Knowledge/Skills/Abilities

- Ability to organize programs, personnel, and activities require for productive, nurturing care and learning.
- Ability to apply critical thinking skills in rendering solutions to various issues.
- Ability to manage financial, material, and human resources effectively.
- Proven ability to make recommendations on various topics, detailed, controversial, simple, or complex.
- Ability to develop, implement, monitor, and evaluate program goals and initiatives.
- Ability to exercise strict confidence in handling sensitive information.
- Excellent communication skills both written and verbal.

Physical demands

Routine physical activity associated with normal office and school environment with the ability to also lift and walk with a minimum of 30 pounds.

Working Conditions

Ability to work onsite in a normal office and school/daycare environment.

To apply for this position, go to Indeed.com or forward email and letter of interest to:

AcademyHR@zbcmarietta.org