



## **TCA Early Education Director**

Trinity Christian Academy has an opening for an Early Education Director Position. This is a full-time, 12-month director's position with primary responsibilities of oversight and management of TCA's Little Lion program, including our upcoming addition of babies and toddlers. TCA is seeking a qualified, Christ-honoring, and compassionate leader to fill this position and join the Trinity team. Salary is commensurate with experience and level of education.

If interested, send your resume to Kristie Tims at [kristie.tims@mytcalions.com](mailto:kristie.tims@mytcalions.com). You may also complete and submit an application through our website.

TCA is a non-denominational private Christian school in Jackson, Tennessee, consisting of grades Preschool through 12. Trinity Christian Academy does not discriminate based on the basis of age, race, color, handicap, or national origin in its dealings with employees, students, the general public, applicants for employment, educational programs, activities, or access to its facilities.

Posted March 23, 2018



## TCA Early Education Director

12 Month Position beginning Summer 2018  
7:15 - 3:15 or 9:30-5:30 on off setting days

### Basic Responsibilities

- Oversee all early education programs (Infants, Toddlers, Little Lions, & PreK)
- Monitor EE extracurricular involvement in After School, Holiday Care, Late Start, & Summer Camp in connection with Trinity Services Director
- Supervise daily operations of the EE department (Staffing, Child Health, Student Discipline)
- Ensure that all early education programs are in and remain in compliance with the TN DOE Standards including yearly recertification forms and notebook, student files, teacher training and files, and development of policies and procedure that align with all regulations in connection with EE/Elem Assistant
- Comply with Early Education Director requirement with the Tennessee DOE
- Coordinate and develop the EE section of the School Improvement Plan in accordance with any accreditation agency (SACS, Advance ED, ACSI, DOE)
- Prepare annual calendar of events and provide to appropriate Administration
- Ensure school safety through required checks and drills for the building and playground
- Monitor special days including picture days, special programs, and EE chapel

### TEACHERS

- Plan for staff meetings and in-service
- Supervise and evaluate (informal & formal) EE staff members
- Advise in the hiring and appointment process of new staff
- Oversee early education auxiliary (program, curriculum, teachers)
- Coordinate the development and implementation of curriculum
- Support teachers with resources, materials, and availability so they can fulfil their role
- Monitor early education teachers' DOE standards, ACSI and state licensing updates
- Coordinate Staff Development & Training (in house, off site, web based)
- Conference with teachers and collaborative groups (maintain purposeful progression)
- Create and coordinate staff schedules and extra responsibilities

### STUDENTS

- Monitor the recording and updating of student records
- Handle student counseling needs and discipline matters with discipleship as a priority
- Monitor student progress and advise teachers and parents concerning developmental delays
- Complete student placement for each grade level (oversee collaborative team for students who may repeat)

### PARENTS

- Foster a positive relationship with parents that clearly aligns with the mission of the school
- Meet with parents as needed or upon request
- Respond to emails and phone calls in a timely manner
- Communicate information clearly, effectively, and proactively to parents and appropriate Administration
- Create a Weekly Newsletter for EE and send copies to the Elementary Principal and Asst. to the Head of School

### FINANCES

- Monitor and manage EE Budget
- Pursue potential grants that are available for the EE program
- Oversee all purchasing for EE in accordance within the boundaries of the established annual budget
- Purchase, inventory, and distribute textbooks and purchase all necessary instructional supplies
- Prepare expected enrollment and budget proposal for the upcoming school year (October)

### MARKETING

- Meet prospective families on tours, conduct education interviews, arrange screenings, and follow-up with parents
- Work in connection with the Marketing Director to oversee the development of promotional material
- Assist in the planning and implementation of promotional programs and events