

## **JOB DESCRIPTION**

**Title:** Director, Western Hills Academy (WHA)  
**Reports to:** Western Hills Academy School Board  
**Status:** Full Time, Exempt, At Will Employment

### **Job Summary**

The Academy Director will oversee the staff and operations for the Early Learning Center (ages 1-3) and the Academy (PK-Grade 6) with a student body of approximately 100 students from a diverse community in a Christian school environment. As educational leader of the Academy, the Director will oversee and evaluate all curriculum and books; and ensure that sound academic goals are set and met for each individual student. Serves as chief administrative officer and is responsible for the day-to-day operations; plans and monitors school finances and budgets; sets and maintains a school calendar; interacts with staff and parents; maintains licensing requirements, keeps personnel and student records; and stays abreast of current educational trends.

The Director will serve under the authority and direction of the Western Hills Methodist Academy School Board.

### **Scope of Responsibilities:**

- Promote good communication among faculty, staff, Board, and Church.
- Plan and develop appropriate curriculum for each grade level in coordination with teachers and Board.
- Maintain student records with transcripts, required health info, testing results.
- Supervises and evaluates, at least once annually, all faculty and staff
- Develops annual budget with Board approval and oversees budget compliance throughout fiscal year. Advises the Board on tuition modification, if warranted.
- Gives oversight to the bookkeeper so that fiscal soundness is ensured and bills and required employment overhead expenses are up to date.
- Utilizes technology in planning, messaging, records, and administrative files.
- Ensures continuous compliance with current Texas Health and Human Services Commission Minimum Standards for Child-Care.
- Maintains Teacher and Employee health, education, performance and payroll records.
- Develops implements and tracks long and short term prioritized Safety and Maintenance and Repairs Plans.
- Communicates with parents with sensitivity to their individual needs

- Ensure that discipline is positive, caring and appropriate.
- Plans and arranges for staff development. Ensures teacher and staff continuing education requirements required by regulation are up to date.
- Oversees the enrollment and reenrollment drive throughout the year.
- Promotes the school through publications, referrals, and up-to date on-line presence.
- Supervises all achievement and standardized testing.
- Maintains accurate, up-to-date, and accessible *Parent and Employee Handbooks*
- Operates within the confines and scope of the Operational Agreement between the Academy and Western Hills United Methodist Church.
- Maintains and submits at least monthly reports to the Board.
- Attends monthly Board Meetings.
- Interacts and works congenially with the Western Hills United Methodist Church Staff.
- In conjunction with Academy Board, recruits, hires, trains, evaluates or, if necessary, dismisses teachers, substitute teachers and staff.
- Other duties as assigned by Academy Board.

#### **Qualifications:**

- Bachelor's degree in education or related field or and equivalent combination of education and experience
- Successful employment working with children and parents in an early childhood environment
- Mid-management/Administrative certification preferred
- Successful management experience
- Work experience in a licensed care facility preferred.
- Strong leadership, organizational, and communication skills.
- Ability to communicate in English and Spanish preferred
- Meet Texas education and experience standards and successfully complete a background check for childcare workers.

#### **Required Competence:**

- Ability to articulate and support the Mission Statement of the Academy.
- Oversee the planning of long and short-term fund-raising efforts.
- Lead institutional advancement in the community and develop good public relations programs.
- Knowledge of Grant Writing

Evaluation of this position will be reviewed annually by the Western Hills Academy School Board.

