



# DIRECTOR OF LOWER SCHOOL EXTENDED DAY

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – [www.charlottechristian.com](http://www.charlottechristian.com)

**Reports to:** Lower School Principal

**FLSA:** Exempt / Full time / 10 month position

**Hours:** 1 - 6 p.m. (Monday-Friday)

## **General Qualifications:**

1. Evidence a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Bachelor's degree preferred.
4. Minimum of 3 years of experience working with young children.
5. Evidence of strong organizational, communication, interpersonal and technological skills.

## **Primary Responsibilities:**

The ideal candidate will:

1. Provide leadership to the staff in determining instructional objectives.
2. Work closely with program personnel to implement engaging, developmentally appropriate educational enrichment curriculum that expands and supports students' learning experiences beyond the classroom.
3. Utilize the planning time for planning, prepping, communicating with program staff, and check and respond to voice and e-mail messages.
4. Work collaboratively with lower school principal to recruit, train and assign staff to the after school clubs.
5. Develop and maintain professional working relationships through effective and timely communication with the lower school principal, extended day staff, and other school staff members, such as teachers and maintenance personnel.
6. Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis.
7. Implement the procedures and policies for extended day program and after school clubs effectively to ensure the safety of all participants in the programs.
8. Prepare written communications to parents and school regarding program offerings.
9. Maintain accurate and organized records such as attendance, timesheets, and all other paperwork as instructed by the lower school principal to ensure program compliance and quality operations.
10. Complete accurate attendance records and submit on a weekly basis to the lower school principal.
11. Assist in the implementation of guidelines for proper student conduct and student discipline. Report any significant problems or any unusual behavior of students to the lower school principal.
12. Establish and maintain positive community relations as a means of interpreting and furthering the school program through parent and community support.
13. Perform other duties as assigned by the lower school principal.

## **Personal and Professional Profile:**

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.

7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Project a positive image of the school to parents and general community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.