

THRIVE CHURCH HUMAN RESOURCES

Department: Executive Team

Position Title: Director of Morning Star Academy

Position Type: Full-time Salary Position as Negotiated

Reports To: Assigned Thrive Leadership Team Member

Approved By: Thrive Leadership

Approved Date:

Staff Member Proposed:

ROLE

The Morning Star Academy Director will create comprehensive discipleship programs for kids ages 0-5 (Pre-K) years old. Curriculum development will be at the core of these programs; in coordination with the vision and mission of Thrive Church as set forth by leadership. The director will also be responsible for the recruiting necessary to bring students into the program(s); and work with the appropriate state licensing authorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide vision, oversight, inspiration, and leadership development for staff and volunteers of Morning Star Academy that fully aligns with the vision of Thrive Church.
2. Develop all classroom curriculum and measurable learning plans.
3. Coordinate marketing and advertising plans to enhance enrollment.
4. Work with state officials to maintain good standing and accurately communicate in that capacity.
5. Manage all academy facilities.
6. Write and maintain working budget.

WORK ENVIRONMENT:

1. Maintain a positive attitude about yourself, your areas of responsibilities, and the staff.
2. Work cooperatively and cheerfully maintaining a good rapport with all parents, staff, volunteers, church members, and outside professionals.
3. Maintain a high level of confidentiality. Be congenial, professional, business like in all personal contacts with others.
4. Be sensitive to the needs of others.
5. Exercise good time management including completing requested tasks and projects by deadlines and keeping communication lines open to lead pastors regarding timeline progress.
6. Maintain a high level of excellence in your appearance, work habits, highest ethical standards and quality of work performed.
7. Maintain a teachable attitude.

SPIRITUAL REQUIREMENTS:

Is a mature follower of Jesus evident in a faithful and fruitful lifestyle.

QUALIFICATIONS & ABILITIES:

- Inspiring, visionary leader and team builder
- Passion to see children educated through biblical world view
- Knowledge of child safety daycare laws and requirements; and up to date on first aid protocol
- Good crisis management

SKILLS AND KNOWLEDGE:

- Excellent Verbal and Written Communication Skills
- **Management Skills:** to supervise people to accomplish a task or event with excellence

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- **Planning:** to strategize, design and organize programs and events

EDUCATION and/or EXPERIENCE:

- 3-5 years of people management experience
- 1 or more years of educational experience
- Degree in Early Childhood Education, Business or Equivalent Experience