

Job Description

Through-the-Week School Director

Reports to: TTWS Committee

Updated March 2021

This position is part of an integrated approach to community evangelism and lifelong Christian discipleship, and it will partner closely with other ministry areas of the church. It involves Christian leadership and active ministry with children and their families.

Essential Duties and Responsibilities:

1. Exercise overall supervision of the Through-the-Week School, including oversight of goals, policies, budgets, and staffing concerns. In consultation with the Director of Christian Education and Board, interview and hire all personnel to fill staff vacancies according to 1) qualifications 2) certification, and 3) tenure.
2. Assure that all school practices comply or exceed the church's Safe Sanctuaries policies.
3. Coordinate the curriculum of each grade level. With the input of the Director of Christian Education, plan for the inclusion of religious training in the curricula of all classes. Work to address the spiritual needs of the families, engaging in evangelism and invitation whenever possible.
4. Schedule the time and duties of each staff member. Oversee optimal enrollment and regular teacher training.
5. Collect monthly tuition and be responsible for collecting any accounts that may be in arrears.
6. Assure that qualified substitute teachers are in place when a teacher must be absent from the classroom.
7. Maintain communications with the Senior Pastor and staff as pertains to the ongoing work of the School. Regular evaluations will be conducted by the Senior Pastor and the AUMC Staff-Parish Relations Committee.
8. Attend Church Staff Meetings, Church Council Meetings and meetings with other ministry leaders for planning and coordination.
9. Oversee purchase of all supplies and refreshments.
10. Schedule all field trips in consultation with teaching goals.
11. Meet regularly with the Through-the-Week School Committee.
12. Counsel with parents and teachers upon request or as needs emerge.
13. Perform any other duties as requested by the Senior Pastor and needed for the mission of the church. The above statements are intended to describe the general work of this position. They are not intended to be an exhaustive list of all duties, skills, and responsibilities required or that may be expected based on needs that may occur.

Status: Paid bi-monthly by TTWS

All salary support comes from TTWS

Salary: Salary will comensurate with experience and education

Supervised by Director of Christian Education