



THE FALLS CHURCH  
EPISCOPAL  
FOUNDED 1732

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**Job title: Director of Day School**

**Reports to: The Rector**

**Employment Classification: Full-time, 12 month**

**Narrative:**

Founded in 1963 as a ministry of The Falls Church, The Falls Church Episcopal Day School offers Christ-centered education for children 18 months-of-age through kindergarten in half-day classes steeped in an Episcopal ethos of mutual respect and an affirmation of goodness.

The Director of Day School is responsible for the educational program and daily operations of the School, as well as for assuring that the content of programs is consistent with benchmark goals and teaching methods employing best practices. The Director will maintain the hallmark atmosphere of gentleness, love, and care for which the School is known, based on teaching respect and goodness, ensuring that all students enjoy quality cognitive, social, emotional, spiritual, and physical growth.

**Job Responsibilities:**

- Manage the daily operations of The Day School and, with the assistance of Rector and Board, plan for its future.
- Responsible for creation of and adherence to budget
- Coordinate and support all curricular activities and enrichment offerings of school.
- Track sound pedagogical innovation, offering resources to faculty for continued excellence
- Ensure all curriculum is in line with standards of the Virginia and US Departments of Education
- Mentor and advise faculty/staff
- Support appropriate professional development opportunities for staff
- Manage human resource details of The Day School in accordance with state, federal, and diocesan guidelines, as well as certification and security protocols; maintain and update, as necessary, the Employee Handbook, ensuring that employees are in compliance with Handbook.
- Maintain appropriate licensure with state and city agencies
- Manage student recruitment and admission process
- Provide standards for student behavior and communicate action plan with families when necessary

- Coordinate communication within the school community and beyond, including but not limited to, newsletters, social media, etc.
- Coordinate and plan chapels and special programs in conjunction with the clergy and parish staff
- Maintain relationships and channels of communication among the Rector and the Board of Directors; supports the Board in their governance of the school.

Qualifications:

- Bachelor's degree and/or master's degree in early childhood education or equivalent
- Experience in age-appropriate pedagogy as well as in program administration
- Comfort level with, if not experience with, ethos of Episcopal education and values

Work environment:

- Requires hours during and before school day during school year.
- Occasional evening events, including Back-to-School night, seasonal parties, open houses, etc.
- Maintain telework during summer months, with duties on campus as necessary
- Ability to work independently as well as collaboratively with faculty, school staff, parents, board, and church staff and rector.

Benefits:

- Compensation commensurate with experience
- Group medical/vision/dental insurance
- Vacation/sick leave
- 403(b) plan

The Falls Church is an Equal Opportunity Employer. Resumes and cover letters should be sent to The Rev. Burl Salmon at [bsalmon@thefallschurch.org](mailto:bsalmon@thefallschurch.org). Interviews on a rolling basis; applications close 31 January 2023.

*This job description is not intended to be a comprehensive list of all the duties and responsibilities of the position, some or all of which may change without notice.*