

Hightown Academy Job Description

Position Title:	Academy Director
Department:	Hightown Academy
Location of Job:	Northport, Alabama
Supervisor:	Senior Pastor or Designee
Weekly Hours:	Monday-Friday - 8:30am-5:30am - Flexible, No less than 40 hours (Based upon the needs of The Academy)
Salary/Compensation:	Commensurate with Experience and Education, Health/Dental Insurance, Paid Vacation, Retirement, Bonuses.

Position Summary:

The Director is responsible for the planning and administering of all components of the Academy. This includes, but is not limited to, fiscal operations, staff hiring, supervision, and training, building and equipment inventory and maintenance, student enrollment, educational planning (both Christian-based and academic) and community relations. The Director is also responsible for implementing Academy Policies and Procedures and developing staff guidelines for implementation of a high quality, early childhood program.

Qualifications:

A Bachelor's degree in Child Development, Early Childhood Education (Pre-K endorsement) or a closely related field with emphasis in child development or education and (3) years administrative and supervisory experience OR an associate degree or Child Development Certification with three (3) years experience administrative or supervisory experience in early childhood programming.

Successful completion of a criminal background check and Child Abuse and Neglect Clearance.

Experience in developing and managing operation budgets, curriculum development, planning and implementation from infancy through school-aged children.

Ability to establish and maintain harmonious and effective working relationships with subordinates, associates and superiors.

Ability to communicate effectively in both written and oral form.

Ability to read and understand policies and procedures and convey messages to others.

Ability to multi-task and prioritize responsibilities.

For Office Use Only
Date Received _____
DOH _____

Hightown Community Church
3926 - 28th Avenue
Northport, AL 35473
(205) 333-0664

APPLICATION FOR EMPLOYMENT

Name _____
Last First MI SS#

Address _____ City Zip

Telephone: Home () Cell ()

Position Desired _____

Name and Number of Person(s) to Contact in Case of an Emergency:

_____ Name Number

EDUCATION BACKGROUND

A. List schools attended, starting with High School. B. List number of years completed. C. Indicate degree or diploma, if any. D. Major. E. Other types of training.

A. Name and address of school(s) attended	B. No. of Years Completed	C. Diploma or Degree Received	D. Major	E. Other Training

EMPLOYMENT HISTORY

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comment section below.

Employer	Telephone ()	Date Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
Employer	Telephone ()	Date Employed		Summarize the nature of the work performed and job responsibilities.
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Immediate Supervisor and Title		\$	Per	
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Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for references? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	

Comments (including explanation of any gaps in employment)

Skills and Qualifications: Summarize special skills and qualification acquired from employment or other experiences that may qualify you to work in position applying for.

REFERENCES

List names and telephone numbers of three (3) business work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Telephone Number	Years Known	In What Capacity?
	()		
	()		
	()		

CONVICTION REPORT

Have you ever been convicted of a violation of law other than a minor traffic violation? (If yes, explain on back.).....No Yes

Are any criminal charges or proceedings pending against you? (If yes, explain on back.).....No Yes

Have you been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child? (If yes, explain on back.).....No Yes

SIGNATURE OF APPLICANT _____ DATE _____