



# SOUTHERN TEACHERS

A G E N C Y

## **Director of Early Childhood Education St. Agnes Academy-St. Dominic School Memphis, Tennessee**

[saa-sds.org](http://saa-sds.org)

**Southern Teachers** is helping St. Agnes Academy-St. Dominic School with its search for a Director to provide vision, management, and leadership for the Johnny Davis Early Childhood Center (ECC). The Director supervises students and staff in the ECC program as well as early childhood extended day activities and oversees a developmentally appropriate curriculum that engages and challenges students two to four years old in a faith-filled environment founded on the Dominican pillars of study, prayer, community, and service.

The Director, as the ECC's educational leader, is responsible for day-to-day operations; for supervising all staff, the teaching process, and curricular programs; for articulating expectations, behavioral guidelines, and other essential information; for being aware of the educational, physical, social, and psychological needs of the school community and for developing plans for meeting these needs; for ensuring compliances with all local, state and federal statutes, rules, policies and administrative directions pertaining to early childhood education programs; and for maintaining the educational standards set by agencies that examine and accredit the ECC. The Director makes recommendations regarding faculty hiring, retention, and assignment; establishes programs for in-service training; evaluates instruction; and ensures that teachers adhere to school policies. He or she assists in maintaining the calendar of school events, manages student records, helps with admission interviewing and evaluation of applicants, and is a visible presence in all areas of the school.

Candidates should hold advanced degrees in education, curriculum, or administrative leadership and have significant management and administrative experience in early childhood settings, preferably at independent schools. They must be organized managers who can balance schedules and meetings with fellow administrators, students, faculty and parents. They must have demonstrated ability in program and faculty development and in evaluating and inspiring talented and diverse faculty, as well as deep and broad understanding of educational pedagogy and developmental psychology. The Director must be a persuasive communicator and an effectual listener with excellent interpersonal skills; experience in managing budgets and projecting costs for educational initiatives; proven leadership and teambuilding skills; the ability to reach out and develop community; and the initiative and creativity to develop a challenging, innovative, and exciting curriculum. Candidates must exhibit flexibility, energy, creativity, high expectations, a sense of humor, and the highest standards of integrity.

Founded in 1851, St. Agnes Academy-St. Dominic School has been providing academic excellence in the Catholic tradition for over 160 years. Classes are co-educational in early childhood and junior high and single gender in lower and upper schools. The Early Childhood Center, opened in 2010, provides young students with an interactive learning experience.

To apply, please complete the online [Application](#) to become a **Southern Teachers Candidate** and submit a cover letter explaining your interest in and qualifications for this position, which begins in July 2017.