



**Position:** Summer Camp Director

**Purpose:** Oversee every facet of the camp's operation that directly impacts student learning, including monitoring of classroom instruction and curriculum development for all subject areas. Be responsible for direct oversight of the instructional staff.

**Classification:** Non-exempt

**Reports to:** Head of School

**Qualifications:** Minimum: Bachelor's degree  
1 year of educational administrative leadership experience  
Preferred: 3 years of educational administrative leadership experience in a classical Christian school  
1 year or more experience with Microsoft Office suite

**Purpose:** The Camp Director's primary role is to work with parents, faculty and staff to ensure each student's spiritual, academic, and physical achievement of the exemplary Christian education provided at Trinity. The Director must exemplify and embrace the spiritual, personal, and professional qualifications of a Christian educator.

### **Specific Job Requirements Faculty and Staff**

- Be responsible for staffing (recruiting, interviewing, checking references and hiring) of faculty.
- Select classes and organize a schedule that will include a chapel time each week. Summer classes should be fun for children and help them develop useful skills that will benefit them in life.
- Observe faculty and make recommendations for improvement or disciplinary action.
- Enforce all guidelines in the Summer Staff Handbook.
- Supervise final checkout of teachers at the end of the summer.
- Monitor school/class academic achievement and respond through curriculum modification or teacher mentoring as needed.
- Meet with school principals to get ideas for summer school classes.
- Keep Head of School informed of all events, progress, and concerns.

## **Parents**

- Develop personal ministry with parents.
- Maintain accessibility to parents, arriving at least 30 minutes prior to and be available after school for consultation to address any student spiritual, academic, or emotional concerns.
- Encourage parents to attend church sponsored parenting classes.
- Communicate regularly to parents through newsletters or memorandums. Camp videos including pictures and video of classes can also be a great way to keep parents informed of what is happening through the week.
- Provide leadership in mediating issues or conflicts between faculty and parents.

## **Students**

- Greet students by name each morning and be present at arrival and dismissal regularly.
- Counsel students as needed. Practice shepherding a child's heart discipline and encourage camp teachers and staff to shepherd the hearts of their kids.
- Support teachers in classroom management.
- Enforce the guidelines in the Summer Camp Handbook.
- Oversee planning and supervision of special programs and field trips.

## **Administrative**

- Work with the Business Manager to develop the annual budget; manage all assigned accounts looking for ways to be good stewards of the school's resources.
- Comply with all policies in the Employee Handbook and Summer Camp Handbook.
- Oversight of all administrative aspects of the Summer Camp:
  - Developing and maintaining schedules, calendars
  - Developing and managing the budget
  - Purchasing of curriculum and supplies
- Planning and leading weekly faculty and staff meetings and daily devotions.
- Work with the Head of School and other Principals in planning summer camp.
- Ensure substitutes are hired as needed; may be called to sub occasionally.
- Be proficient in technology software such as RenWeb, Office Suite (Word, Excel, Powerpoint).
- Perform any other duties which may be assigned by the Head of School.

## **Evaluation:**

Performance will be evaluated in accordance with the following profile and specific job requirements

## **Staff Profile**

### **(1) Christ-Centeredness**

- a. Models Christ-like character in all interactions with staff, parents, students and community.
- b. Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words.
- c. Participates regularly in a local Protestant church and models ongoing growth and reflection in faith.
- d. Shows evidence of being called by God to serve at TCS.
- e. Motivates students and families to accept God's gift of salvation and help them grow in their faith.

### **(2) Educational Attitudes and Values**

- a. Actively demonstrates to students their individual worth as children of God

- b. Models enthusiastic, lifelong learning by being a self-motivated reader and thinker.

**(3) Professionalism**

- a. Edifies and respects Trinity Christian School, its administration and its faculty.
- b. Respects the God-given authority of the school board and the administration.
- c. Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students.
- d. Abides by and implement all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook.
- e. Demonstrates confidence, flexibility and enthusiasm
- f. Uses biblical principles to discuss and resolve personal and professional differences
- g. Exhibits professionalism in personal appearance and behavior.
- h. Is well-spoken and articulate in oral and written language.
- i. Effectively uses technology to perform the duties of the job.
- j. Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures.
- k. Informs administration in a timely manner if unable to fulfill any duty assigned.

**(4) Professional Development**

- a. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- b. Shows a commitment to growth in knowledge of classical Christian education