

Calvary Learning Academy Assistant Director

Calvary United Methodist Church
Brownsburg Indiana 46112

Calvary Learning Academy Assistant Director, Full-Time

Employee Classification:

Type:

Start date:

Calvary United Methodist Church invites applications from qualified candidates for the position of Calvary Learning Academy (CLA) Assistant Director. The Assistant Director position is full-time, 8 hours per day, and five days a week with additional hours added as needed, and a modified schedule during seasonal breaks and holidays following the Brownsburg School calendar.

Calvary United Methodist, a congregation with 375 members is the only United Methodist Church in the Town of Brownsburg, Indiana and is part of the West Central Plains District of the Indiana United Methodist Church. For more information about Calvary United Methodist Church, please go to CalvaryUnited.org.

Job Summary:

The primary role is to assist the CLA Director in the day-to-day operation of the program in keeping with its policies and philosophy. As a key member of the professional staff of Calvary United Methodist Church, the Assistant Director must be able to demonstrate the ability to comport him/herself in a manner consistent with a Christian environment. This person shall have shown prior experience in this regard. The Assistant Director is a positive, assertive, loyal employee who creates a pleasant work environment in which all persons are valued. The Assistant Director maintains confidentiality and is able to work effectively in a fast-moving environment.

Reports to: Calvary Learning Academy Director, Calvary Learning Academy Board, Pastors, Staff Pastor
Parish Relations Committee

GENERAL RESPONSIBILITIES AND ESSENTIAL DUTIES:

- Help the CLA Director manage all facets of the program, develop curriculum, and direct activities and fill in when the Director is absent.
- Be on the premises during operating hours and greet families at drop-off and pick-up to make the transition time as easy as possible.
- Attend all CLA Board meetings and staff meetings; provide information as requested and act as a resource person.
- Attend other church meetings as requested (i.e. Executive Board, Church Staff).
- Keep all required records, such as personnel files, discipline problems, program information, fire and safety information, and all pertinent information to the program itself.
- Keep abreast of new research and developments in education and child development.
- Coordinate the use of shared church space and equipment.
- Properly equip CLA spaces; supervise maintenance and repairs and replacements as appropriate.
- Be available to counsel with parents if necessary; respond promptly and appropriately to parent concerns. Know community resources when referral is needed to help families with physical and emotional problems.

- Be sensitive to children with special needs and modify the program to include them whenever possible.
- Be available to interpret the Learning Academy program to groups within the church.
- Be a resource and support person for teachers in handling extreme discipline problems.
- Help plan and attend all CLA extracurricular events and regularly engage in the worship, fellowship, outreach, and mission of Calvary United Methodist Church.
- Attend continuing education as delineated by the Board.
- Follow and abide by all policies outlined in the policy manual and see that all staff members are aware of policies and abide by them.
- Be responsible for all aspects of enrollment including arranging facility tours and answering telephone calls.
- Always provide reassurance and encouragement to the children.
- Communicate effectively with parents, staff, pastors, and Board members.
- Be responsible for gathering information and publishing the CLA monthly newsletter for parents.
- Updates the CLA portion of the CUMC website and/or CLA social media pages.

BUDGET

- Work with the Board to prepare and adopt an annual budget and operate the program within that budget.
- Keep detailed account of all expenditures and all tuition collected.
- Manage and purchase needed supplies.

PERSONNEL

- Assist with all aspects of CLA personnel, including interviews and hiring, contracts, record keeping, substitutes, overall supervision, etc.
- Assist teachers in the classroom when needed and be a support for teachers handling discipline problems.

Performs all other duties, tasks and initiatives contributing to the success of the Learning Academy as assigned by the CLA Director, the CLA Board, or CUMC Pastors.

KEY COMPETENCIES AND QUALIFICATIONS:

The Learning Academy Assistant Director shall:

- Have a college degree in education or a related field.
- Have experience in early childhood education.
- Demonstrate the ability to manage both people and resources efficiently and graciously.
- Have excellent leadership and communication skills.

The Learning Academy Assistant Director must demonstrate the following skills:

- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community;
- Demonstrate highly effective organizational, time management, and multi-tasking skills;
- Have effective written, verbal, and social media communication skills;
- Be able to anticipate work needs and demonstrate sound judgement in decision making;

- Be able to maintain confidentiality concerning information related to children, parents, or staff members.
- Be flexible in the role and willing to complete duties outside of the title as needed, such as filling in for an absent staff member and attending meetings outside of a regular workday.

The Learning Academy Assistant Director must demonstrate the following personal attributes:

- Be a committed Christian in faith and belief and be actively involved in Christian fellowship that does not contradict the beliefs of the United Methodist Church;
- Have excellent integrity, demonstrate good moral character, be honest and trustworthy and dependable;
- Possess cultural awareness and sensitivity;
- Be flexible and enthusiastic;
- Have a genuine love for children and a strong commitment to their education.

WORKING CONDITIONS AND DEMANDS:

This role requires the ability to effectively communicate and to operate a computer and other standard office productivity equipment. The position involves sedentary work as well as periods of time moving around an office environment and the campus. While performing the responsibilities of the job, the employee is required to sit and use their hands and fingers to handle or feel or type. The employee is required to talk and hear, stand, walk, reach with arms and hands, climb stairs or balance, stoop or kneel, and lift at least 20 pounds to move equipment and materials. Vision abilities required by this job include close vision for use of computer and ability to read materials related to office administration. The person in this role must be able to perform the essential functions with or without an accommodation.

Application Instructions:

Interested applicants should send a letter of interest, a resume, and a contact list for three references by mail or email. These items need to be received by September 27, 2025.

By mail to: Calvary United Methodist Church
 ATTN: Calvary Learning Academy Assistant Director Search
 575 W. Northfield Dr.
 Brownsburg, IN 46112

Or by email to: office@calvaryunited.org

For questions, please contact:

Rev. Jolita Erbele jerbele@calvaryunited.org or 317-852-2541
 Julie Piercefield juliana.h.piercefield@gmail.com