

Director / Center Director

Saint James Anglican Day School – James Island, SC

Salary: \$55,000–\$68,000 per year, based on experience

Schedule: Full-Time, Exempt Position

Location: James Island, SC (In Person)

About Saint James Anglican Day School

Saint James Anglican Day School is a nonprofit, faith-based early childhood program that has proudly served the James Island community since 2007. We provide care and education for children ages 6 weeks through 4 years old in a loving, Christ-centered environment that nurtures children's spiritual, emotional, social, physical, and intellectual development.

As one of the few Christian childcare programs in the area, we have built a strong reputation within our community and continue to experience significant enrollment demand and extensive waitlists.

We are seeking a passionate, servant-hearted leader to guide our school into its next season of growth and excellence.

Position Overview

The Director is responsible for the overall leadership, operations, and mission fulfillment of Saint James Anglican Day School. This individual will oversee staff, enrollment, finances, licensing compliance, parent relations, and strategic planning while serving as the face of the school within the community.

This is a hands-on leadership role. The ideal candidate is willing to roll up their sleeves, support classrooms when needed, mentor staff, and build strong relationships with children, families, church leadership, and the Board of Directors.

Why This Opportunity is Unique

- Lead a well-established and respected Christian early childhood program.
- Join a school with strong community support and high enrollment demand.
- Work alongside an experienced Assistant Director who provides continuity and operational support.
- Help shape the future vision and growth of the school.
- Build and develop a strong team culture.
- Make a lasting impact on children and families in the James Island community.

Primary Responsibilities

Leadership & Administration

- Provide overall leadership and vision for the school.
- Supervise and support all staff members.
- Handle personnel matters and daily operations.
- Foster positive relationships with church leadership and the Board of Directors.
- Coordinate building maintenance and facility needs.

Enrollment & Community Relations

- Manage enrollment, class rosters, and waitlists.
- Schedule tours and communicate with prospective families.
- Oversee enrollment paperwork and student records.
- Market and promote the school within the community.
- Build strong relationships with families and community partners.

Financial Management

- Develop and manage the annual operating budget.
- Oversee tuition billing and financial procedures.
- Submit payroll and communicate regularly with bookkeeping staff.
- Monitor parent accounts and apply necessary adjustments.

Staffing & Human Resources

- Recruit, interview, hire, and onboard new employees.
- Build a strong teacher pipeline to support future growth.
- Provide coaching, mentorship, and professional development opportunities for staff.
- Foster a positive, collaborative workplace culture.

Parent Communication

- Serve as the primary contact for school families.
- Communicate regularly through newsletters, emails, and meetings.
- Address questions and concerns with professionalism and compassion.

Licensing & Compliance

- Ensure compliance with all South Carolina DSS regulations.
- Maintain staff and student records.
- Coordinate inspections and licensing requirements.
- Oversee safety procedures, emergency drills, and fire marshal requirements.

Qualifications

- Bachelor's Degree preferred, preferably in Education, Early Childhood Education, Business Administration, or a related field.
- Previous Director experience in childcare or early childhood education strongly preferred.
- Ability to qualify for South Carolina DSS Director licensing requirements.
- Minimum of 5 years of leadership experience in childcare, education, nonprofit management, or a related field preferred.
- Strong organizational, financial, and interpersonal skills.
- Demonstrated ability to lead teams, manage change, and build positive relationships.
- Understanding of faith-based organizations and Christian education is highly desirable.

The Ideal Candidate Will Be:

- A servant leader with high integrity and professionalism.
- Passionate about early childhood education and Christian ministry.
- Comfortable working in a fast-paced environment.
- Collaborative, relational, and community-minded.
- Strategic in thinking while remaining hands-on in leadership.
- Able to inspire and develop staff while maintaining high standards of excellence.

Schedule

Preferred schedule:

- Monday–Friday, 7:00 AM – 4:00 PM
or
- Monday–Friday, 7:30 AM – 4:30 PM

Compensation & Benefits

- Competitive salary ranging from **\$55,000–\$68,000 annually**, based on experience and qualifications, with the possibility of performance bonuses
- Paid Time Off.
- Professional development opportunities.
- Supportive and mission-driven work environment.
- Opportunity to shape the future growth of an established nonprofit organization.

Please Note: Saint James Anglican Day School does not currently offer health insurance benefits. However, the Board is actively exploring future benefit options as the school continues to grow.

Join Our Team

If you are a passionate leader with a heart for children, families, and Christian education, we invite you to apply and become part of the Saint James Anglican Day School family.

Come lead a program where you can make a meaningful difference in the lives of children and help shape the future of early childhood education in our community.

email resume to Suemorrisonverizon@gmail.com and lhernandez@saint-james.org