



Saint James Anglican Church Day School



Saint James Anglican Church Day School

Executive Director Position
February 2026

The organization

Overview

The Saint James Anglican Day School was conceptualized in 2007 as a service to the community and the ever-growing need for childcare. Saint James Day School is a nonprofit self-supporting center in which all gifts are used for operational costs and are tax-deductible. As one of the few Christian day-care centers in the area, Saint James Day School has the unique opportunity to provide an exclusive program of our own under the guidance and ministry of Saint James Anglican Church.

Saint James Anglican Day School provides care and education in an environment that teaches and



Saint James Anglican Church Day School

models a Christian world view. For the ones and twos, we introduce their letters, numbers, shapes, and colors in a variety of ways. We use both academic and Christian curriculums, and learning centers provide an opportunity for children to learn through active involvement with concrete objects, dramatic play, art, blocks, books, and more each day. Spiritually the child will hear Christian teachers share Bible thoughts, stories, songs and prayers that will help them to gain an understanding of our heavenly father Jesus and the bible.

In addition to full time school programs, we also offer a mother's morning out program to provide a morning only support program for mothers in the James Island Community who need a few hours in the day for their families and themselves.

Our Goals for Children

Spiritual

Working together with parents to raise up children with the knowledge and love of Jesus Christ through the Scripture, through our words and in all we do.

Emotional

Encourage, support and help your child grow in positive self-awareness, living confidently as God's child.

Social

Provide an environment in which your child understands and strengthens relationships.

Physical

Plan activities in which the children enhance both small and large motor skills.

Intellectual

Involve your child in appropriate experiences to enhance discovery, communication, conceptualization and creativity skills.

ORGANIZATION

Saint James Anglican Day School is currently led by Ms. Bailey Powell who will be transitioning out of this role with the new director into a part time support effort prior to moving into the next chapter in her career.

The assistant director, Ms. Lauren Hernandez, is a long-term member of the day school staff and provides support, capability, and continuity to the incoming director.

Board of Directors:



Saint James Anglican Church Day School

The board of directors is appointed by the Saint James Anglican Church and currently consists of:

- **The Rev. Drew Miller** – Rector, Saint James Anglican Church, ex officio
- **Mr. Sam English** – Youth and Family Life Ministry Leader, Saint James Anglican Church, ex officio
- **Mrs. Betty Floyd** – retired primary school educator, member Saint James Anglican Church
- **Ms. Courtney Lyles** – primary school educator, member Saint James Anglican Church
- **Mr. Jay Millen** – board chair, member Saint James Anglican Church
- **Mrs. Sue Morrison** – grandparent, retired secondary school educator, member Saint James Anglican Church
- **Mr. Thomas Rehm** – parent, member Saint James Anglican Church

Paid and Volunteer Staff:

- Executive Director: **Ms. Bailey Powell**
- Assistant Director: **Ms. Lauren Hernandez**
- Accountant – The Rev. Elizabeth Bumpas

KEY CHALLENGES

The most pressing challenges for the school are continued recruitment and training of classroom staff to enable maximum enrollment. With a wait list of for infants and 1–4-year-olds there is a high demand in the community for this support. Additionally, ensuring that the curriculum and facilities continue to meet the needs of our children and family requires additional planning and strategic vision in the years ahead.

The next director will need to work with the Board of Directors and to assess tuition changes, enrollment, caps, and program expansion of “mother’s morning out” to benefit a larger constituency of working families in the community.

Reporting relationship

This position will report to the board of directors.

The opportunity

The Executive Director is responsible for the overall fulfillment of the mission of the Saint James Anglican Day School. This includes managing staff and personnel, the care for all the physical assets of the school, and maintenance of the reputation and presence of the school within the community.



The Executive Director has overall responsibility for the day-to-day operations of the organization. The Executive Director works with staff to develop, maintain, and use systems and resources that facilitate the effective operation of the organization toward the objectives of the strategic and annual workplans. Paramount to this responsibility is the effective delivery of day care and educational well-being for the children which we are entrusted with each day.

This is a direct involvement leadership role with heavy interaction with parents, children, the local community, the board of directors, and the overall population of James Island as well as other community and faith-based organizations.

Location

The position is located at 1872 Camp Road on the Saint James Episcopal Church campus.

Responsibilities

The Executive Director is accountable to the Board for the operational and financial health of the Saint James Anglican Day School. Specific responsibilities include:

- **ADMINISTRATION:**
 - Over sees all staff
 - Handles all personnel issues
 - Communicates with Episcopal Church on site, and Anglican Church parent organization and board
 - Arranges ongoing maintenance and facilities repair as needed

- **ENROLLMENT:**
 - Manages class/school rosters
 - Schedules tours
 - Contacting families on waitlist
 - Completing new student paperwork
 - Entering paperwork in SmartCare system

 - Actively recruits new families and markets the Day School in the local community

- **FINANCIAL MANAGEMENT:**
 - Manages/creates the facility budget
 - Handles all purchase for school
 - Communicates regularly with bookkeeper
 - Ensures parents are making their payments
 - Updates rates in SmartCare
 - Applies charges/credits when necessary



- Submits payroll
- **STAFFING:**
 - Hires new staff
 - Posts jobs on indeed, social media, etc.
 - Arranges interviews with applicants
 - Conducts interviews with applicants
 - Calls to check references
 - Completes new hire paperwork
- **PARENT COMMUNICATION:**
 - Primary contact for school for families
 - Submits regular monthly newsletters to families
 - Emails families accordingly
- **DSS COORDINATION:**
 - Ensure day and afternoon directors on the license to communicate with DSS
 - Ensures we are in compliance via staff files, kids files, facility issues, daily routines
- **FIRE MARSHAL:**
 - Communicates with fire marshal reports (usually yearly)
 - Checks fire extinguishers monthly
 - Updates fire drill reports

First year success

- Develop a robust teacher and staff pipeline to ensure maximum enrolment can be achieved in all programs
- Develop strong and collaborative relationships across the staff and board to best serve Saint James Anglican Day School and the community at large.
- Develop a good working relationship with landlord Saint James Episcopal Church.
- Be a recognizable not for profit leader in the community.

The candidate

Education / Certifications

- A Bachelor's Degree is preferred but not required, preferably in education or a related interdisciplinary



- Previous certification or education in early childhood preferred and the ability to hold a DSS license required.

Skills, knowledge, and experience

- The Executive Director will preferably have a track record of working in early childhood development or primary education.
- An understanding of faith-based organizations, churches, and volunteer community organizations that will provide for a smooth “start-up” in the school.
- The ideal candidate for this position will have 5-10 years of childcare – early development leadership and staff or volunteer experience, or more.
- A demonstrated ability to develop an organization and create operating and educational plans.

Leadership competencies

- **LEADER:** Leads and organizes people to achieve goals by providing clear directions and adapting one's leadership style as needed; serves as a role model for others by exemplifying the highest standards for professionalism, integrity, ethics, and honesty.
 - Provides clear directions, prioritizes work efforts, and organizes people to achieve specific goals
 - Adapts leadership style to meet the needs of the situation, leads by example, no task too small no result too great
 - Develops credibility and trust by being fully transparent, open, and honest; keeps commitments
 - Takes personal ownership for things, models high levels of integrity and ethical conduct in all things
- **ACHIEVER:** Gets things done by setting clear expectations, promoting high levels of accountability, monitoring performance, and getting directly involved when needed to achieve desired business results; uses business/ financial acumen to create value and drive profitability.
 - Establishes clear expectations and monitors performance; holds self and others accountable for results
 - Displays a sense of urgency and drives others to get things done in a timely and efficient manner
 - Gets down into the details and trenches; makes sure what needs to be done is done



Saint James Anglican Church Day School

- Knows what it takes to be successful; applies business/financial acumen to enhance performance
- **DEVELOPER:** Attracts, hires, and retains top talent; continually elevates performance by leveraging constructive feedback, accurate assessment of individual capabilities, coaching, and development opportunities to improve self and others.
 - Holds self and others accountable for acquiring, developing, upgrading, and retaining talent
 - Provides feedback and coaching to help others leverage strengths and improve capabilities
 - Accurately assesses one's own strengths and weaknesses as well as those of others
 - Takes an active interest and role in developing leaders to take on greater responsibility
 - Visibly models the importance of continuous learning and a personal desire to evolve, learn and grow
- **RELATOR:** Builds positive working relationships internally and externally by fostering trust, collaboration, and teamwork; demonstrates sensitivity and openness to others' views; uses EQ to adapt interpersonal style to relate well to others.
 - An active listener who engages with others proactively and a seek first to understand perspective
 - Comfortable at all levels of the business from the new hire to the board room and a genuine appreciation for the role all team members play in success
 - Recognizes contributions of others and works to elevate the entire team
- **STRATEGIST:** Creates a compelling vision for the future and develops distinctive strategies to achieve desired business outcomes; fosters new ways of thinking and drives needed change to transform the business.
 - Engages with the board and leader team to develop long term strategic objectives and business results and creates a plan to get there with collaboration and input across the business.
 - Knows what “good looks like” and can articulate that vision clearly to others
 - Anticipates market dynamics and can look around corners to prepare for “what’s next”



Personal characteristics

- The successful candidate will be operationally focused and a motivational leader with a personal presence capable of leading a cohesive team, develop and communicate a vision for the school, and energize the parents and children we serve.
- The successful candidate will be low ego yet confident in his/her abilities. Unafraid to roll-up their sleeves and serve in the classroom and for activities as needed. They will be entrepreneurial by nature, looking for investment upside.
- The candidate must be able to thrive in a fast-paced, high-energy environment and demonstrate a "can-do" attitude to getting things done.

COMPENSATION and WORK SCHEDULE

This role is a full-time exempt role based with schedule based on the successful candidate's availability. A preference for a five day a week leader working in the window of either 700am – 400pm or 730am-430pm is preferred.

A competitive wage package is available, but no current benefits plan exists for this or other roles at the Saint James Anglican Day School. We are currently exploring benefits options for the director though the Anglican Diocese of South Carolina.



Saint James Anglican Church Day School

BOARD contacts and application/expression of interest

Jay Millen

Board of Directors

mobile +1 (786) 281 4302

email: jmillen@caldwell.com

Sue Morrison

Board of Directors

mobile +1 (843) 532-1988

email: suemorrisonverizon@gmail.com