

Director of Lower Division

12-Month Employee:	Salary
School Year Hours:	7:30am-4:00pm
Summer Hours:	To be Determined
Direct Report:	Head of School
Start Date:	July 1 st , 2025

Job Description

Bayshore Christian School is seeking a highly organized and skilled individual to join our team as the Director of Lower Division. Working with the administrative team, your role will involve overseeing the curriculum, student discipline, and employee management within the lower division. The ideal candidate should possess strong leadership abilities, excellent problem-solving skills, and a deep understanding of administrative leadership within the school context. This position requires effective communication and collaboration with staff, parents and the school community.

Job Responsibilities

- Manages LD faculty, providing clear expectations for teacher and student success.
- Provides and coordinates professional development opportunities teachers.
- Establishes and maintains professional standards for faculty and entire school staff.
- Evaluates and responds to student's academic and social-emotional growth.
- Communicates clearly with parents and school faculty/staff on the progress of individual students.
- Exhibit and encourage Christian characteristics that are outlined in the Faculty and Staff Handbook.

Essential Duties

- Working with teachers, coordinate, review, implement and maintain K5 through 5th grade curriculum.
- Assist with observations, mentoring and evaluations.
- Facilitate LD weekly chapel services.
- Review and communicate progress reports and report cards, addressing learning gaps in consort with faculty.
- Assist in planning and execution of LD extra-curricular activities.
- Participate in other duties as an administrative team member.

Minimum Qualifications, Training and Experience

- Demonstrated spiritual maturity.
- Professing born-again Christian.
- Regular attendance at a Christian church for spiritual growth.
- Master's degree majoring in Education or equivalent relevant experience.
- Florida Teaching Certificate
- Good oral and written communication skills.
- Proficient use of technology.
- Planning and organizational skills.

Bayshore Christian School

Bayshore Christian School is an accredited, independent, non-denominational Christian School in South Tampa, Florida serving students from 2 years old through 12th grade since 1971. Our well-rounded school provides a comprehensive college preparatory program, exceptional leadership development, academics, athletics, and the arts.

Mission and Vision

The philosophy of Bayshore Christian School underlies the development and maintenance of the school's entire program. This philosophy encapsulates our motto, vision, mission, and core values.

MOTTO

"We are Bayshore: Scholars, Leaders, Faith Warriors"

VISION

Shaping young people in Christ to make an impact in the world.

MISSION

Bayshore Christian School challenges, develops, and empowers students for leadership by following the example of Jesus to "grow in wisdom, stature, and in favor with God and man."

Luke 2:52

Statement of Faith

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the Statement of Faith accurately represents the teachings of the Bible and therefore, is binding upon all teachers.

- We believe in God, the creator of heaven and earth.
- We believe God created male and female in His image.
- We believe God consecrated marriage as the union of a man and a woman.
- We believe in the trinity: God the Father Almighty, Jesus Christ, his only Son, and the Holy Spirit.
- We believe that Jesus is Lord; that he is divine, that he is God.
- We believe that Jesus was conceived by the Holy Spirit.

- We believe that Jesus was born of a virgin.
- We believe that Jesus atoned for the sins of all mankind when he was crucified.
- We believe that Jesus died and was buried.
- We believe that Jesus was resurrected from death and is alive today.
- We believe that Jesus sits at the right hand of the God the Father Almighty.
- We believe that Jesus will return to this earth to judge all mankind.
- We believe in everlasting life.
- We believe in the Bible as the inspired word of God, inerrant and true.

This job description does not list all the duties of the job. The candidate will also be expected to assist in all-campus activities including but not limited to: Open Campus, Annual Fund, Fun Run, Christmas Musical, Spring Gala. Bayshore Christian School reserves the right to revise this job description at any time.

Interested candidates should email a resume and letter of interest to Head of School, Melanie Humenansky at mhumenansky@bayshorechristianschool.org