

St. James Episcopal Day School, a ministry of St. James Episcopal Church, is committed to developing each child's unique gifts by providing a strong foundation combining academic excellence and spiritual formation within a warm, loving, Christian community.

Pelican Plus Director

St. James Episcopal Day School, founded in 1948, is a private, Christian elementary and preschool located in historic downtown Baton Rouge, serving nearly 300 children ages 18 months to Fifth Grade. We seek to hire the Pelican Plus Director for the 2026-2027 school year. The Pelican Plus Director oversees Extended Care and Camps, coordinating with students (ages 12 months through 5th grade), teachers, and program staff. St. James Episcopal Day School is accredited by the Southwestern Association of Episcopal Schools.

Position Overview

The Pelican Plus Director is a part-time, salaried (non-hourly) position, employed year-round for 12 months that is responsible for the planning, organization, staffing, and daily operation of all after-school programs, holiday, and summer camp programs. This role ensures a safe, engaging, and well-managed environment for students while maintaining clear communication with families and staff.

Qualifications and Skills

- Holds a High School Diploma; however, certification in early childhood education is preferred.
- Has had coursework in early childhood or elementary education, or has experience in working with children in a daycare or school setting
- Works well with children and employs effective classroom management skills in line with the principles of Responsive Classroom
- Works cooperatively and collaboratively with colleagues and parents and exhibits a positive attitude
- Possesses excellent organizational skills with a keen attention to detail
- Communicates effectively verbally and in writing
- Participates in professional growth activities that result in enhanced knowledge of best practices in early childhood education
- Understands basic uses of the iPad
- Possess strong professional attributes of timeliness and responsibility.

- Proficient in Google Workspace (Docs, Sheets, Forms, etc.) and willing to learn and effectively use the school's Student Information System (SIS)

Pelican Plus Director Job Responsibilities

- Support the mission of the school
- Oversee, plan, organize and implement daily operations of extended care, holiday and summer camps
- Work with Staff to develop age-appropriate, engaging activities for students including daily schedules for each age group
- Maintain organization of all extended care and summer camp rosters, drop-in students and supplies
- Assist in identifying staffing needs and making hiring recommendations
- Develop and distribute the monthly extended care staff schedule and the weekly camp staff schedule.
- Provide consistent, daily guidance and support to staff to promote positive decision-making and adherence to expectations.
- Ensure appropriate staff-to-student ratios at all times
- Order daily snacks and supplies for students
- Serve as the main point of contact for staff and for parents regarding extended care and camps
- Communicate program details, schedules, and updates clearly and timely to parents and staff
- Utilize Google Workspace and the school's Student Information System (SIS) to manage student records, attendance, communication, and program organization efficiently
- Clearly communicate any behavioral issues with parents in a timely manner through FACTS
- Address parent questions, concerns, and feedback professionally
- Ensure the safety and well-being of all students and staff
- Maintain compliance with school policies
- Oversee sign-in/sign-out procedures and emergency protocols
- Collaborate with semester Lagniappe staff to ensure effective scheduling and maintain a safe environment.

The position is a part time or full time, twelve-month position beginning as soon as possible. The Pelican Plus Director reports directly to the Head of School.

Interested applicants should submit a **letter of intent and resume** that includes references to Bridget Henderson at BHenderson@StJamesEDS.org.

St. James Episcopal Day School provides equal employment opportunities to employees and applicants without regard to race, color, religion, sex, gender, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.