



Creative Academy Associate Director

Creative Academy is a Christian Homeschool Academy offering dynamic and engaging classes for K-12 homeschool students in Maple Grove, Minnesota. Our preschool cooperative program equips PK parents as you lead your children in learning arts, music, math, science, and language acquisition.

We partner with parents to train up a generation of culture-shapers through the format of educational discipleship, helping students strengthen their biblical foundations, enhance academic curiosity, develop marketable skill sets, and build healthy and wholesome relationships.

Upon graduation, Creative Academy students will demonstrate a biblical worldview, a lifelong love of learning, an appreciation for the arts, and a dedication to a well-formed conscience and reasoning skills, equipping them to excel in the home, the church, and the marketplace.

Please submit all resumes with a cover letter to our Creative Academy Director, Paige Bandy at paige@mycreativeacademy.org

Position Description:

A leader who is dedicated and motivated to help advance the vision of Creative Academy. This candidate needs to be able to adapt to a rapidly growing and dynamic organization.

Position Details:

- Position Type: Full Time
- Hours Per Week: 40+ Hours
- Must be on-site 8am-4pm Tuesdays & Thursdays, September-May (Other days flexible and able to occasionally work from home)
- Reports to: Creative Academy Director

Essential Duties & Responsibilities:

Leadership Oversight:

- Requires positive people skills to manage and encourage students, parents, teachers, volunteers and staff
- Assist the Director in implementing vision, policies and processes
- Work with Director to create and ensure implementation of policies (Nametags, Refunds, Lunch, Allergies, First aid, Birthdays, Chapel, Extended Hours, Laptops, Expectations, etc)
- Communicate with Parents, Teachers, Students, Advisors, Preschool Coordinators, Church staff, Childcare workers, Volunteers, Photographers, Chapel speakers and Director
- Handle day-to-day operations and concerns on Tuesdays and Thursdays (Principal)
- Maintain records and confirm appropriate data
- Develop sub list and oversee subs for classes
- Oversee Volunteers and volunteer opportunities

Growth and Development:

- Organizational skills are required with a demonstrated ability to develop ideas and plan and execute events
- Parent/teacher communication platform
- Enrollment and Attendance
- Event planning (Open House, Orientation, Showcase, field trips, etc)
- Social Media, Promotion and Merchandise
- Maintain Finances - purchases, reimbursements, pay contractors, tuition, budget
- Update materials - calendar, promo, handbook, waivers, website info, etc

Qualifications & Skills:

- Mature and ongoing personal relationship with Jesus Christ.
- Ability to fully embrace the vision, values & statement of faith of Creative Church.
- Must be able to maintain confidentiality and exercise discretion.
- Organization and strong communication skills are essential.
- Must have the ability to plan, budget, delegate and meet deadlines on time.
- Ability to recruit, train and mentor other leaders.
- Ability to work in a team and or independent professional manner.
- Manage time and schedules well, and meet deadlines consistently.
- Capable of handling several tasks at once with thorough follow through.
- Have strong people skills, problem solving skills and general computer skills.