

Diocese of Nashville

<https://dioceseofnashville.com/job/assitant-director-learning-center/>

Assistant Director of the Learning Center

Description

The Assistant Director of the Learning Center is responsible for the mission, leadership and administration of the Learning Center, a Montessori-based homeschool hybrid ministry of Saint Philip Church serving pre-school through high school students. This role oversees the operational, financial, and administrative functions of the ministry and ensures that the programs run effectively, efficiently and provide a stable infrastructure for faculty, families, and students.

The Assistant Director ensures that all education and formation efforts are faithful to the teachings of the Roman Catholic Church and are aligned with the parish mission to Know, Love and Serve God and Our Neighbor.

As an employee of the Roman Catholic Church, this employee must publicly and privately uphold the teachings of the Roman Catholic Church, its faith and its values. Because of the employee's association with the Roman Catholic Church, all writing for publication or distribution and all social media – personal or professional – must be consistent with Roman Catholic teachings and values.

Work Schedule

The working hours for this position are generally during the work week. However, this position occasionally requires a flexible work schedule to accommodate evening and weekend hours for specific events or meetings.

Key Responsibilities

Operational Leadership

- Ensure academic excellence integrated with Catholic identity and formation
- Ensure compliance with applicable educational standards and parish policies
- Conduct annual strategic planning with the pastor and staff with specific annual goals and objectives that are integrated with Faith Formation and the overall parish
- Manage day-to-day operations of the hybrid program (schedule, facilities, logistics)
- Develop and implement policies and procedures
- Ensure compliance with local regulations, diocesan guidelines, and safety standards
- Responsible for implementing diocesan Safe Environment policies
- Coordinate and schedule facility use with parish staff
- Oversee with final decision authority the Program Academic Administrator in managing proper student behavior
- Oversee registration and enrollment processes
- Maintain attendance records and program documentation

Financial Management

- Oversee budgeting, tuition collection, and financial reporting
- Coordinate fundraising efforts and stewardship initiatives

Hiring organization

St. Philip Catholic Church

Job Location

Franklin, TN

Date posted

June 15, 2026

Valid through

04.09.2026

Interested candidates [should submit a resume and application on Paylocity \[CLICK Here\]](#).

Enrollment and Family Relations

- Lead admissions, enrollment, and retention processes
- Serve as primary point of contact for families regarding administrative matters
- Coordinate onboarding for new families

Staff Support

- Oversee hiring processes in collaboration with Human Resources and parish leadership
- In collaboration with Human Resources, maintain Learning Center staff records, contracts, and HR compliance
- Support faculty with administrative needs

Communication and Coordination

- Collaborate with Communications team to effectively foster parish participation and stewardship support through parish media channels
- Ensure clear communication between leadership, staff, and families
- Maintain calendars, newsletters, and official communications
- Oversee the coordination of events, parent meetings, and program activities

Miscellaneous

- Perform other duties as assigned.
- All parish staff are expected to assist as needed for special efforts and events, often with simple tasks outside of normal job duties.

Supervisory Responsibilities

- Learning Center Program Academic Director (with 15-20 direct report tutors and classroom assistants)
- Administrative Assistant

Requirements

Qualifications

- Seasoned expert in directing business operations with a mature leadership approach
- Bachelors degree in business, administration or related field
- At least seven years leadership experience, including at least three years in an educational or related environment
- Demonstrated ability to build relationships with families and staff
- Satisfactory completion of a criminal background check and the diocesan Safe Environment training
- Occasional availability for evening and weekend work, and travel as required for conferences, professional development, diocesan meetings, etc.

Additional Skills and Requirements

- Practicing Catholic in good standing preferred
- Committed to maintaining confidentiality and professionalism when handling parish information and surrounding conversations, even when not specifically stated

- Excellent verbal and written communication skills
- Respect for and sensitivity to all cultural and ecumenical groups
- Flexible and dependable, willing to adjust with grace to changing parish needs
- Strong organizational and time management skills, including the ability to multi-task
- Competent in the use of typical office software and machines
- Ability to drive a car with a valid driver license

Physical Demands

- While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands and arms for office work-station duties, use hands to operate a computer and other basic office duties, talk and hear
- The employee may occasionally lift and carry items such as boxes of files weighing up to 20 pounds; items weighing more than this will be safely moved and carried by two or more people
- Specific vision abilities required by the job include close, distance and color vision, and the ability to adjust focus
- Occasional driving to run routine errands such as purchasing supplies or providing rides to others as appropriate
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties

Work Environment

- This job is performed indoors in an office with multiple people
- Conversation-level noise is expected
- Saint Philip Church is a smoke free campus

To Apply

Interested candidates [should submit a resume and application on Paylocity \[CLICK Here\]](#).