

# Administrator

## Job Description

**Reports to:** CCS Board of Directors

### General Description

The Administrator is responsible for the overall management of all operations and functions of the school. Activities include the planning, implementing, directing, evaluating, and maintaining of systems and programs of excellence that will enable the school to both fulfill its Mission Statement and achieve the goals set forth in the Strategic Plan.



### Responsibilities

- Be the spiritual leader of the school
- Responsible for all items identified as Administrator responsibilities within the "Policy Manual for the Community Christian School Board of Directors" (hereinafter referred to as "Board Policy Manual") as may be amended by the CCS Board of Directors.
- Attend all required meetings and submit required reports to the CCS Board of Directors.
- Recommend and assist with the development of school policies for Board review and approval.
- Develop and maintain financial systems for budgeting, cash flow analysis, tuition rate setting and reporting, that are consistent with standard accounting procedures applicable to Christian schools, and that are in compliance with regulatory requirements.
- Develop and maintain an annual budgeting process that involves appropriate staff and board members. Establish a system for capital budgeting, including the purchase of equipment, building replacement and repair.
- Oversee the process of maintaining current accreditations.
- Direct, coordinate, supervise, and conduct annual performance reviews for all staff under direct supervision of the Administrator
- Responsible for overall Human Resources: Insurance and other benefit packages, as well as matters of employment, promotion and dismissal of staff.

- Develop and direct annual and long-range planning activities that involve key constituent groups.
- Develop and maintain a plan for the use and maintenance of buildings and grounds.
- Responsible for overall public relations.
- Responsible for soliciting the community, parents, and students to meet enrollment goals.
- Responsible for soliciting financial support for the Financial Aid fund, foundation fund, and operational expenses.
- Responsible for promoting and representing the school to churches, community, business groups, home-school groups, and preschools.
- Maintain family, donor, grandparent, and alumni databases.
- Perform other duties as assigned by the CCS Board of Directors.

#### **Education requirements**

- MA in Administration or related field

#### **Directly Supervises**

- Principal
- Business Manager
- Preschool Director
- Athletic Director
- Facilities Manager
- Administrative Assistant

#### **Indirectly Supervises**

- Teachers
- Custodial Staff
- All other staff

## **Qualifications**

1. Spiritually, a qualified candidate shall possess characteristics that reflect the following;
  - an unreserved acceptance of the school's Statement of Faith
  - a strong, clear Christian testimony
  - a mature, Godly spirit
  - a person of faith and prayer
  - a broad acceptance of and by the Christian community
  - a strong knowledge and understanding of Scripture
  - a servant leader
  - attends his/her place of worship regularly
  
2. Professionally, a qualified candidate shall be characterized by the following;
  - investor and volunteer service mentality
  - love of people with engaging personality
  - ability to articulate a Christian philosophy of education- consistent with Scripture
  - demonstration of executive and management skills and presence
  - superior organizational, oral and written communication skills
  - strong understanding and support for Christian schooling
  - is responsive to the CCS Board of Directors, school staff, and parents
  - is committed to promote and maintain a healthy culture
  - is open to new ideas, initiatives, and concepts in education
  - is engaged and committed to continuing education and professional development
  - credentials that are appropriate for leading the school and its faculty/staff in its educational mission
  - ability to recruit and energize staff and volunteers to support initiatives
  - Knowledge of investor relations, marketing and promoting.
  - knowledge of basic skills of fund-raising management
  - a broad acceptance of and by the community at large
  
3. Personally, a qualified candidate's life shall reflect the following;
  - a person of integrity in business, finance, and personal relationships
  - a life consistent with Biblical principles
  - a model of God's ideal for the family
  - the gift of listening and responding appropriately to the counsel of others
  - a commitment to Christian schooling as evidenced by having his/her K-12 school age children enrolled in CCS when educationally feasible

## **Performance Evaluation**

Performance of this job will be evaluated annually by the CCS Board of Directors in accordance with the Board Policy Manual. The CCS Board of Directors may choose to adjust this review time if special situations dictate.

## Appendix A

### **Community Christian School Spiritual Qualifications for Employment**

All CCS employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils (Luke 6:40), and as an example to parents, and fellow employees in judgment, respect, and Christian living. (Colossians 3:17; I Thessalonians 2:10; 5:18, 21-22; James 3:17-18).

1. Has accepted Jesus Christ as personal Lord and Savior (Rom. 10:9-10).
2. Demonstrates a conviction that God has called him/her to become involved in a Christian school ministry (I Cor. 7:21- 24).
3. Demonstrates a consistent outward evidence of an inward Christian character (I Tim. 4:12).
4. Maintains a regular and contributing involvement in a church having a doctrine which is in agreement with the school's Statement of Faith and which is scripturally sound in its teaching (Heb. 10:24-25).
5. Is convinced of the importance of prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2).
6. Demonstrates spiritual maturity, a teachable spirit and have a clear conscience before God and man (Titus 2:2-8).
7. Has workable knowledge of the Word of God, knowing how to feed himself/herself spiritually and communicate its message to others (I Tim. 4:7).
8. The employee agrees that the scripture dictates standards of sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the requirement of being a role model. The unique role of male and female are clearly defined in scripture.

Revised: March 27, 2025