

Community Christian School

Head Administrator

Job Description

General Description

The Head 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 strive to exceed the high expectations of its **Vision Statement**. The Head Administrator is responsible for implementing and achieving the goals on the strategic plan. The strategic plan calls for continued growth in academic excellence, extra-curricular excellence, spiritual growth, and enrollment growth. The Head Administrator is also responsible for directing projects aimed at increasing the understanding, acceptance, and philanthropic support of the school throughout West Central Minnesota.

Duties

- 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 administrative staff functions, maintenance, and development functions.
- Responsible for overall Human Resources: Insurance and other benefit packages, as well as matters of employment, promotion and dismissal of staff.
- Recommend and assist with the development of school policies for board review and approval.
- Develop and direct annual and long-range planning activities that involve key constituent groups.
- Communicate to public, state agencies, local school districts, Board / Committees, and / or parents on big picture items

- Conducts a minimum yearly safety inspection of facilities and grounds
- Attend all required meetings and submits required reports to the CCS school board.
- Develop and maintain a plan for the use and maintenance of buildings and grounds.
- Perform other duties as assigned by the CCS school board.

Education requirements

- MA in Administration or related field or BA

Directly Supervises

- Curriculum Director
- Christian Life Director
- Business Manager
- Eagles Nest Director
- Development Director / Promotions Coordinator
- Maintenance Staff
- Teaching 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;
 - ability to articulate a Christian philosophy of education- consistent with Scripture
 - demonstration of executive and management skills and presence
 - effectiveness in oral and written communication
 - deep understanding and empathy for the Christian school and the Christian school movement
 - commitment to diversity at all levels in the workplace
 - a team player who is responsive to the CCS school board and the school staff

- 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
3. Personally, a qualified candidate's life shall reflect the following;
- a person of integrity shown through equitable treatment of others
 - 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 schoolage children enrolled in CCS when educationally feasible

Evaluation: Performance of this job will be evaluated annually by the CCS school board in accordance with the board performance management policies. The CCS school board may choose to adjust this review time if special situations dictate.

Addendum B

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). 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. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Such deviation from scriptural standards is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20, Ephesians 4:1-11, 5:3-5; I Thessalonians 3:3-8; I Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

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).