

## **Strong Roots Christian School**

### **Job Description**

#### **Administrator**

**General Description:** The administrator shall oversee the school in accordance with biblical principles, the philosophy, mission, and policies of the school. The administrator oversees the day-to-day operation of Strong Roots Christian School.

**This role is:** Full Time but may be part time initially due to enrollment and in consideration of assigned duties.

**Job classification is:** Exempt

**Job status is:** Permanent

**This role reports to:** Academic Affairs Committee, Board of Directors, and Members of the Corporation.

#### **Qualifications:**

1. The Administrator must be a born again Christian.
2. A clear, identifiable, and verifiable demonstration of one or more of the spiritual gifts as described in 1 Corinthians 12, Ephesians 4, 1 Timothy 3, Titus 1, and 1 Peter 5.
3. In agreement with the Statement of Faith, and the Educational Philosophy of SRCS.
4. Maintain a regular and contributing involvement in a church with a doctrine that is in agreement with the school's Statement of Faith and is scripturally sound in its teaching.
5. Minimum of a Bachelor of Arts or a Bachelor of Science degree from a recognized college or university.
6. Meet criteria for Administrator as required by Christian Schools International and the State of Iowa for accreditation.
7. Possess a desire or be able to obtain the required administrative licensure of the State of Iowa.
8. Feels called to Christian education and shares a vision for the future of SRCS.
9. Subscribe to and strongly support a biblical worldview.
10. Be an advocate for Christian education in general and SRCS in particular.

**Core Responsibilities:** The Administrator will have the following responsibilities:

#### **Spiritual**

1. Be the spiritual leader of the school.
2. Develop a program of faculty/staff and student worship in the school setting including daily devotions, prayer times, and chapel.
3. Seek the Lord daily for the school's goals, objectives, operations, personnel, students, and the identification of the school's problems and their solutions.
4. Exemplify biblical servant leadership principles and the ability to lead by example to produce high quality teaching and learning.

#### **Instructional Leadership/Operations**

1. Develop an academically sound learning environment, which will maximize the educational development of each pupil.
2. Work continuously with the faculty to refine the objectives and goals of the Christian educational program.
3. Establish procedures, rules, and guidelines within the established school policies.

4. Lead the faculty in continuous curriculum development.
5. See that the school is well equipped to meet the needs of the students and faculty.
6. Develop a sound in-service program for the spiritual and academic growth of the faculty.
7. Lead faculty/staff meetings.
8. Establish the master schedule, utilizing teachers and facilities efficiently.
9. Establish the annual school calendar with input from employees, and the Academic Affairs Committee for Board of Directors final approval.
10. Establish a program that provides for the health, welfare, and safety of students and staff.
11. Establish the expectations of a student discipline program.
12. Maintain inventories of books, equipment, furnishings, etc.
13. Establish good communication between the school staff and membership.
14. Maintain student records that are adequate, accurate, and handled legally.

### **Research and Institutional Development**

1. Aid the board in the annual policy review and recommend new and/or revised policies.
2. Maintain a valid strategic plan for the development of the school.
3. Work closely with the board in developing long-range planning.
4. Work with the board to determine future development of physical facilities.
5. Lead the school in earning and maintaining accreditation.
6. Keep the board and faculty informed of major trends in education in general and Christian education in particular.
7. Ensure an appropriate standardized testing program is in place following feedback from the Academic Affairs Committee.
8. Provide leadership in recruiting, touring, and interviewing prospective students and families.
9. Lead the faculty in identifying and solving the school's educational weaknesses.
10. Serve as needed on Standing and Ad Hoc Committees.
11. Attend all regularly scheduled board and Academic Affairs Committee meetings.
12. Serve as an ex-officio member of committees as specified in the school By-Laws.
13. Attend or designate a qualified representative to attend conferences for professional development and to represent and promote school.
14. Oversee the submission required reports to appropriate agencies and authorities.

### **Personnel Administration and Management**

1. Supervise the faculty and staff in their assignments and oversee annual evaluations.
2. Organize, motivate, and manage the faculty and staff in order to attain the school's objectives.
3. Provide leadership in recruiting a quality faculty and staff.
4. See that all contracts are executed properly.
5. Maintains the faculty and student handbooks.
6. Be the center of intercommunication between the board, faculty, staff, and membership.

### **Finance**

1. Prepare and present an annual budget to the Finance Committee.
2. Implement approved annual budget.
3. Commit to supporting fundraising efforts of the school.
4. See that the school meets IRS regulations for maintaining tax deductible status.
5. Present an annual recommendation to the board for the improvement of salary schedule and fringe benefits for the faculty and staff.
6. Implementation of financial policies as developed by the finance committee.

**Public Relations**

1. Maintain an effective program that represents the school to its membership, donors, and alumni.
2. Organize an effective method for representing the school to the general public.
3. Foster positive relationships with churches of like faith in the community.
4. Maintain positive relationships with the leaders of other Christian schools in the area.
5. Maintain an active relationship with Christian school organization.
6. Oversee the planning and execution of school events such as programs, assemblies, and membership meetings.

*This job description is not a contract for employment.*