

Elizabethtown Christian Academy 'Head of School' Position Profile

Elizabethtown Christian Academy is seeking a passionate, experienced individual to step into the position of Head of School. The Head of School is one who is to lead the school on a day-to-day basis and must lead first, and before all things, spiritually. One must be willing to lead with a servant's heart and have a vision for the school and a passion for Christian education. The person must be willing to take the leadership role in serving the students, their parents, the faculty and staff, and the community at large in the realm of Christian education. He or She must be a keeper of the faith, while serving a multi-denominational student body. One must have an obvious love for children of all ages as well as a love for the families of Elizabethtown Christian Academy.

The Head of School will be the academic and instructional leader of the school, while also providing direction and leadership in the financial and business affairs of the school. In addition, he/she will lead the school in institutional advancement and development in the areas of fundraising, student recruitment / marketing, and public relations. He/She may request help from others in these areas as the Board of Directors and P.T.O. play key roles in fundraising. The Head of School may also assign other key personnel to give leadership to or help with various school events and activities.

Recognized as the head of school, he/she directly supervises all faculty and staff. He shall direct and oversee the entire school operation on a day-to-day basis.

The Head of School reports directly to the Elizabethtown Christian Academy School Board. Elizabethtown Christian Academy is striving to become a school of excellence and growth. In light of this, our Head of School must be a person who can provide effective and Biblical leadership to facilitate and continue this pattern of excellence and growth. This person must be one who can not only provide that leadership, but at the same time, love and care for the entire faculty, staff, students, and their families. In addition, this person must also possess strong communication skills and take on an appropriate sense of ownership of the organization as the Head of School.

The starting salary range for the Head of School position is \$50,000 - \$55,000 a year including benefits. Please refer to the Position Description for an outline of other specific responsibilities.

Key Responsibilities and Duties

Lead and Develop School Personnel

- Directly supervises and assesses annually all faculty and staff.
- Shepherd the faculty and staff and provide servant-leadership both spiritually and academically.
- Develop a sound program for the spiritual and academic growth of the faculty and staff through in-service, conferences, and orientation workshops.
- Handles grievances of all faculty and staff.
- Lead/Oversee the final dismissal of faculty and staff who do not perform satisfactorily.

- To promote good communication between the faculty, staff and Board.
- Identify needs for the hiring of personnel, oversee the search and conduct the interviews for needed personnel, and make appropriate recommendations to the ECA School Board.

Oversee Curriculum and Education Planning

- Oversee the evaluation and development of all curriculum and books.
- Ensure that sound educational and academic goals are set.
- Ensure that the school is well equipped and well supplied with teaching materials, supplies, and resources as finances allow.
- Lead the school in all legal matters pertaining to education by staying abreast of legal requirements and trends.
- Oversee the development of the annual school calendar.
- Oversee all achievement and standardized testing.
- Holds regular faculty and staff meetings.
- Attends all board meetings.
- Is an important member of the education committee.
- Lead the school in acquiring accreditation and maintaining accreditation requirements.
- Files all required paperwork such as Health forms, attendance records, enrollment, etc. for accreditation requirements.

Interact with Students and Parents

- Oversee the reenrollment and enrollment drive annually and make the final admission decision.
- Regulates and enforces discipline, both behavioral and mental.
- Answers parents' concerns and sets up conferences with faculty and staff.
- Oversees and plans spiritual development by obtaining chapel speakers and conducts the chapel weekly and speaks in chapels occasionally.
- Ascertain that student records and transcripts are adequate, accurate and administered legally with the assistance of the office.

Plan and Monitor School Finances

- Lead the ECA School Board in preparing an annual school budget.
- Oversee budget compliance throughout the fiscal year.
- Approve requests for purchases by the faculty and staff.
- Oversee the collection of tuition accounts, all accounts receivable and payable.
- Share financial information with the school's accountant to see the school's obligations are paid on time.
- Makes deposits along with other appropriate faculty and staff.

Lead Institutional Advancement

- Represent Elizabethtown Christian Academy as a member of our community.
- Develop and maintain a good public relations program with school families, local church ministries, and the public. Looks for opportunities to promote the school in churches and mission committees and all community organizations.
- Give directions and recommendations to the ECA Board by creating and updating ECA policy and operational manuals.
- Lead the school in the on-going process of strategic planning.
- Maintain regular communication with the constituencies of the school through newsletters, direct mail, weekly news, and website.
- Oversee the planning of long and short-term fund-raising endeavors.
- Foster good relationships with all churches in the community.
- Oversee and develop a strategy to address the annual fund need.
- Build relationships with donors and prospective donors.

Miscellaneous

- Must be an active member of a church whose doctrinal beliefs align with the Holy Scripture and ECA's Statement of Faith.
- Must have a minimum of a bachelor's degree, with experience in Christian Education and/or Christian Administration. A master's degree would be preferred.
- Ensure that appropriate safety measures are in place on campus to provide a reasonably safe school environment.
- Coordinate physical plant maintenance with the appropriate facility maintenance personnel.
- Determine when school is to be closed or delayed opening due to adverse weather conditions or emergencies.
- Oversees general janitorial and maintenance duties.
- Supervises all phases of the athletic program.
- Coordinates scheduling school events and building usage.
- Teaches classes on a temporary basis and fills in for some classes or in the office as emergencies arise and ensures that all classes are properly staffed.
- Plans and organizes all phases of Graduation, Parent Orientations, Kindergarten Graduation, and open house, etc.
- Plan and develop new programs to enhance the educational opportunities offered by ECA.
- Must meet all criteria as set out in ECA By-Laws.
- Dresses in appropriate professional attire.
- Must be prepared for all meetings.
- Other duties as assigned by the ECA Board.

ECA By-Laws concerning Head of School

Under Article XII of the ECA By-Laws, it states the below concerning the Head of School:

Sec. 1 - The Head of School shall be appointed by the Board of Directors. He or she shall be the chief executive officer of the school and shall carry out the policies established by the Board. The Head of School shall be an ex-officio (nonvoting) participant of the Board.

Sec. 2 - The Head of School shall be a born-again believer and subscribe without reservation to the school's Statement of Faith and Philosophy of Education. He or she shall be a Christian role model in the school and community.

Sec. 3 - The Head of School responsibilities are to be defined in a job description approved by the Board of Directors.

Sec. 4 - The Board of Directors shall evaluate the Head of School annually on the basis of his or her job description and other factors.

Under Article XIV of the ECA Bylaws, it says the below concerning the Head of School:

Sec. 6 - The Head of School shall evaluate faculty and staff annually on the basis of their job descriptions and other factors.

ECA Statement of Faith

Each person of the Board of Directors, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

- We believe the Bible is the inspired Word of God (II Timothy 3:16-17).
- We believe in the Trinity - God the Father, Son, and Holy Spirit (Matthew 28:19).
- We believe all have sinned and are separated from God (Romans 3:23; 5:12)
- We believe that Jesus Christ is the only Savior (Acts 4:12).
- We believe in salvation by grace through faith in the Lord Jesus Christ (Ephesians 2:8-9; John 10:28-29).

- We believe in the ordinances of baptism and the Lord's Supper, both of which are for believers (Romans 6:3-5; I Cor. 11:23-26).
- We believe in the second coming of Jesus Christ (I Thessalonians 4:16-18).
- We believe in the resurrection of the saved to eternal blessedness and the unsaved to eternal damnation (John 5:28-29, Revelation 20:5-6).
- We believe the Christian is to live a consecrated life (Romans 12:1-2).
- We believe in a missionary church witnessing for Christ by life and word - both at home and abroad (Mark 16:15; Acts 1:8).
- We believe ECA employees are to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior and/or sexual disorientation, bisexuality, polygamy, transgender identity, or any other violation of the unique roles of male and female. (Exodus 20:14; Leviticus 18:7-23; 20:10-21; Deuteronomy 5:18; Matthew 5:27-28; 15:19; Romans 1:21-27; 1 Corinthians 6:9-20).
- We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive covenant union, as delineated in Scripture. (Gen 2:18-25) and that God intends sexual intimacy to occur only between a man and a woman who are married to each other, and that God has commanded that no intimate sexual activity is engaged in outside of marriage between a man and a woman. (Genesis 1:27-28; 2:21-24, Matthew 19:4-9; Mark 10:5-9; Ephesians 5:22-33).