

## Head of Academy 2022-2023



### **JOB PURPOSE:**

The administrator is committed to fulfilling and advancing the mission of CCA: developing an environment that awakens a delight in learning by providing encouragement and opportunities that inspire students to reach their God-given potential. The administrator serves as a chief operations officer, directing the academic program and serving as the spiritual shepherd for the faculty, staff, and students. The administrator further serves as the visionary leader responsible for implementing and managing the policies and procedures established by the School Board with approval of the Head Pastor.

### **QUALIFICATIONS:**

- Bachelor's Degree with an emphasis in education or related fields
- Possession of or in pursuit of a Master's Degree in Education/Administration
- Classroom teaching experience preferred
- Possesses strong communication skills – both written and verbal
- Demonstrates a consistent, daily walk with Jesus Christ
- Has the ability to weigh all decisions against the school's emphasis of pointing all students toward God's gift of salvation
- Manages in a style that is transparent, gracious, and is receptive to appropriate accountability

### **OVERVIEW OF RESPONSIBILITIES: EDUCATIONAL OVERSIGHT**

- Works in conjunction with the High School Principal, Elementary Principal and Middle School Lead to:
  - Review the yearly academic plan and lead creative development efforts of new academic programs
  - Provide staff accountability through developing, mentoring, training, and maintaining top quality faculty and staff
  - Coordinate leadership meetings and guidelines
  - Stay abreast of current educational research and collaborate with faculty to implement evidence-based principles into the curriculum and overall program
  - Approve curricula and frequently evaluate strengths and weaknesses of current curriculum, implementing new components and programs as necessary
  - Train, maintain, and lead qualified faculty and staff in the educational, spiritual, emotional, social, and physical development of each student
  - Ensure the integration of a biblical worldview in every classroom
- Maintains up-to-date information with the Director of Admissions as well as the Home School Umbrella Coordinator.
- Maintains standards for CCA accreditation

## **SPIRITUAL GROWTH**

- Supports the spiritual tenor of the school
- Determines leadership for chapels
- Leads faculty devotions on a regular basis
- Plans and executes student enrichment (retreats, mission trips, etc.)

## **DAILY OPERATIONS**

- Teaches at least one class
- Develops the substitute list
- Maintains visible leadership by conducting daily walk-throughs of the buildings to observe teachers and students in action, connect quickly with parents, redirect student behavior as needed, and help ensure the safety of all
- Engages in the daily life of the school and community by attending school functions and community-building events
- Approves college visitations, field trips, internships, and work release
- Oversees the development of technology for instructional and administrative purposes
- Oversees and executes all special presentations (Veterans' Day, Grandparents' Day, Award Ceremonies, etc.)
- Interviews families of prospective students
- Reinforces school culture and the mission of CCA among the faculty, parents, and students to strengthen community understanding of and commitment to CCA.

## **COMMUNICATION**

- Reads and approves all school communications
- Becomes familiar with the RenWeb platform
- Develops a yearly calendar by February 15
- Serves as liaison to the School Board
- Provides key status updates and collaborates with the School Board to refine long-term strategic plans and establish policies and processes to accomplish the mission of CCA
- Communicates with parents regarding significant events, policy changes, and other important updates

## **DISCIPLINE**

- Approves the disciplinary system, articulates behavioral expectations to the student body, and oversees their implementation
- Actively engages with teachers, staff, parents, and students to understand and proactively manage issues and concerns before they escalate

## **STAFF DEVELOPMENT**

- Oversees all new hiring and replacements of highly qualified faculty and staff
- Prepares annual Letters of Intent to all faculty and staff and distributes contracts
- Provides teacher development and CEU potential
- Periodically observes teachers in the classroom

## **CAMPUS MANAGEMENT**

- Oversees the use of facilities including its maintenance and cleaning
- Plans and executes capital improvements
- Explores potential for future growth and spatial needs

## **FINANCE**

- Manages financial actions and the school budget in conjunction with the Accountant, Administrative Secretary, and School Board
- Directs major school fundraisers (Color Run in October, Spring Banquet for the business community, etc.) and directs additional fundraisers as needed

## **COMMUNITY RELATIONS**

- Remains up-to-date on local, state, and federal political activities that affect the school
- Fosters relationships with local churches, businesses, and community associations
- Partners with parents to achieve the intellectual, spiritual, emotional, social, and physical development of their children

The Lord has done an unbelievable work in the Chestertown area. We are seeking someone with a heartfelt desire to follow His lead in continuing to grow this ministry and offer a superior education based upon lifelong service to Jesus Christ.

**DISCLAIMER:** Chestertown Christian Academy has the right to revise this job description at any time.