

School Administrator- PK Through 8th Grades

General Summary

Columbia County Christian School (CCCS) exists to glorify God by equipping future leaders with Academic Excellence, a Biblical Worldview, and Christ-like Character. CCCS students will acquire God's wisdom, academic knowledge, a Biblical worldview, and Christ-like character so they are equipped to become faithful, discerning, creative servants of God, positively impacting their culture.

Job Summary

The School Administrator (Admin) is responsible for developing leaders while innovatively enhancing, ensuring, and protecting CCCS's mission, vision, core values, culture, and educational processes. The Admin manages the faculty and administrative staff providing direct responsibility for the Spiritual, academic, social, and financial success of the school. The Admin serves as a public figurehead for the school and is the first channel of communication in all matters for faculty and staff, students, families, society members, donors and the community.

Job Salary

Varied dependent on education and experience

Requirements

Qualifications/Specifications (Essential Characteristics, Behavior, Knowledge, Skills and Abilities)

- A Christian role-model by exhibiting Spiritual maturity through strong personal faith and effective Bible-led leadership (1 Tim. 3:1-4; Matt.20:26-27; Mark 9:35)
- Agreement with the school's Spiritual Morality Statement and eligibility requirements, published doctrinal position, and conflict resolution policy
- Commitment to the mission/vision/values of CCCS and engagement in the community's spiritual life
- Ability to plan, organize, and direct people and programs from a Biblical Worldview perspective; and to mentor and motivate people toward attaining their potential
- Ability to use sound judgment and solve problems in any CCCS-related situation in a manner that honors God
- Respond rapidly and appropriately to colleagues and families (parents and students).
- Build harmonious rapport and work cooperatively with administrators, site staff, students, and parents
- Proficient in promoting, listening, creative vision casting with excellent verbal and written communication skills
- Ability to foster teamwork and motivate others
- Self-motivated with organizational astuteness and a proficient use of technology
- Ability to navigate professional and regulatory academic requirements, systems, and relationships necessary for Christian schools in Oregon and appropriate accrediting agencies
- Minimum education required: Bachelor's Degree, preferably in School Administration or Education
- Minimum experience required: Three (3) years classroom teaching; and/or management/administration
- Experience desired: Christian school experience strongly preferred

Responsibilities: (Note: These statements are intended to describe the responsibilities assigned to this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.):

- Serve as a Spiritual leader for the school, fostering a strong Biblical Worldview among staff, students, and families, encouraging all to be in daily prayer and Bible study; and giving encouragement and counsel as required.
- Responsibilities to the Board of Directors:
 - Complete monthly board monitoring reports and attend meetings as required.
 - Collaborate on policies as needed for the school's educational and Spiritual development.

- Advise the Board of Directors of progress on major projects, problems and their resolution, and other issues as required.
- Oversee the strategic development and evaluation of CCCS's primary and secondary educational programs, including Prep-K, elementary, junior high, before & after-care, and future high school. Participate in strategic planning to ensure alignment from leadership to student management.
- Oversee the Capital Campaign in coordination with the Board.
- Responsibilities to faculty and staff:
 - Recruit, retain, and develop a highly professional faculty and staff who have a strong Biblical Worldview aligned with CCCS's mission, vision, core values, and culture.
 - Participate in succession planning to establish a roadmap to ensure administrative and educational continuity when strategic staff members leave the school
 - Develop/lead department heads to establish goals and objectives in their respective areas and to monitor progress toward the accomplishment of these goals and objectives.
 - Provide specific mentorship to faculty and staff by establishing professional development goals and objectives aimed at short and long-term professional growth.
 - Promote a positive, caring climate for learning and working and shepherd CCCS staff members, so they are healthy and effective.
- Responsibilities to students and families:
 - Ensure the establishment of a biblical worldview in and through CCCS's programs, culture, and curriculum
 - Oversee processes to ensure that students are safe, healthy, and adequately supervised
 - Ensure that policies are observed, student growth and discipline are appropriate and equitable, and restorative student discipline management systems result in positive student behavior
 - Coordinate school support services, including transportation, facilities, food service, and others
- Responsibilities for the administration of the school:
 - Responsible for financial procedures; budgeting, contracting, purchasing, inventorying, and expending materials and services required for the efficient and effective operation of the school. Create and manage the overall school budget, including the prospective and initial budget for high school development.
 - Provide oversight and ultimate responsibility for public relations, promoting and projecting to the public the purpose and objectives of the school
 - Serve as the main contact for major donors and provide oversight for Development activities in coordination with the board. Articulate the CCCS mission and vision to all and successfully solicit support in CCCS's advancement
 - Develop and oversee school policies, procedures, programs, and communications that employ wisdom and best practices, aware of philosophies, directions, and legal decisions affecting Christian education
 - Plan, resource, launch and oversee the high school grades and programs for CCCS, including academic, athletic, arts, and other support programs
 - Communicate effectively with all school stakeholders (leadership, families, students, faculty, and staff)
- Responsibilities to others:
 - Provide direction to the Parent-Teacher Fellowship (PTF) Planning Committee as they plan activities in coordination with the total school programs.
 - Encourage and support the development of instructional programs with awareness of school-community needs and initiatives to meet those needs in innovative ways
 - Maintain a working relationship with accrediting agencies, Christian School Associations, State and Federal Government educational agencies, and other local school administrators.
 - Ensure compliance with academic excellence, accreditation, state/federal laws, and CCCS policies
 - Use appropriate and effective techniques to encourage community and parent involvement
 - Serve as primary contact for and driving force behind all periodic accreditation processes on an on-going basis