



## HEAD OF SCHOOL

*With upright heart he shepherded them and guided them with his skillful hand.  
Psalm 78:72*

### **SUMMARY OF POSITION:**

To lead Eagle's Landing Christian Academy (ELCA) under the leadership of the Holy Spirit to accomplish the mission of, "ELCA exists to glorify God by assisting parents in involving their children in a growing relationship with the Lord Jesus Christ through Kingdom Education."

Display the gospel with intentionality as we provide quality education as fitting the Lord; Connect with people through relationships as we welcome new families to our school; Grow together as a family of God; and Live to make Jesus known as we send students out to impact our community and the world;

The Head of School (Head) is immediately responsible to the ELCA Ministry Team (Board) for all academic, personnel, business, and developmental matters of the school according to the policies and procedures established by it. The Head faithfully promotes the school's distinctly Christian/Kingdom education among the personnel and programs as it impacts the educational and spiritual benefits of each student, faculty and staff member.

### **QUALIFICATIONS AND REQUIREMENTS:**

The Head of School must be committed to an orthodox understanding of the Christian faith and adhere to our statement of faith and *The Baptist Faith and Message 2000*. Most importantly, the Head of School must love Jesus faithfully and passionately, and lead others to do the same. Their life should display the "Fruits of the Spirit" as outlined in Galatians 5:22-23.

#### Minimum Requirements:

- Be a genuine leader that has a spirit of humility; Be in good standing and active fellowship with a Bible believing church; Six years of leadership experience managing multiple departments and personnel; have a clear statement of a Christian philosophy of education with a deep understanding of how to apply that to all stakeholders; and be willing to become an active member of Eagle's Landing First Baptist Church.

#### Preferred Qualifications:

- Three years of experience in Christian school administration (Head of School preferred); Experience in a church/school ministry; and Experience managing a multi-million dollar budget.

## **RESPONSIBILITIES:**

### **General administration:**

As the designee of the President of ELCA, the Head of School will oversee the active management of the day to day business, operations and affairs of the school; shall see that all orders and resolutions of the Board are understood and carried into effect; and shall perform such other duties as the Board shall prescribe. The Head leads in the maintenance of good relations with the school families, personnel, constituents, and business contacts of the school.

The Head of School will be directly responsible for or oversee staff to:

- Administer the school in conformity with Board policy and in accordance with the laws of the state, provided those laws do not violate the Scriptures upon which the school is founded; Make administrative decisions for the proper functioning of the academic program and all other operations of the school; Operate as a Board member *ex officio* and assist in the preparation of the agenda for each Board meeting. Attend all Board meetings and participate in all deliberations of the Board; Manage the annual budget recommendations for the Board. Manage the annual budget with fiscal responsibility; and Review and assess all necessary data and perform any studies, including accreditation, that may be required of the school.

### **Personnel Administration:**

The Head of School is responsible for the overall personal and professional growth and leadership of the school's faculty and staff. The Head will also nurture the spiritual growth of the school. Leading in the area of personnel relations will maximize the educational benefits for each student.

The Head of School will:

- Conduct appropriate administrative, faculty, or staff meetings as necessary. This will include times of prayer and devotion with faculty and staff; Approve the practices and procedures of teacher in-service training, conference and seminar participation, and continuing education; Interview prospective personnel and assess their spiritual and professional qualifications; Administer all other personnel policies in such areas as salary, placement, leave, fringe benefits, discipline, and grievance procedures; and Resolve problems which may arise between parents and teachers, teachers and students, or staff members, applying biblical principles of problem solving.

### **Curriculum and Instruction:**

The Head of School leads in developing, achieving, and maintaining the strongest possible educational programs and services which promote the goals and objectives of the school.

The Head of School will:

- Thoroughly understand the Christian model of teaching as it relates to worldview integration and seek to incorporate that into all aspects of the curriculum and instruction process; Carry

forward the educational goals and philosophy of ELCA while leading in curriculum development; and Work with leadership in the direction of a program of evaluation through classroom visitation, lesson observation, self-evaluation of teaching methods, curriculum content, and class room management.

### **Student Body:**

The Head of School supervises the welfare of the student body and its individual students in their spiritual and academic growth, the quality of their learning program, and their physical wellbeing.

The Head of School will:

- Hold teachers accountable for implementing policies for student discipline as defined in the Code of Conduct; Ensure that a school-wide program of student evaluation is affected, including achievement testing, and ensure that proper record keeping, and reporting procedures are followed by teachers and staff; and Approve and oversee extracurricular activities and the personnel who supervise them.

### **Development:**

The Head of School is responsible for leading and maintaining good public relations with the various constituents and businesses with whom the school comes in contact. The Head oversees programs in the areas of student recruitment, publicity, fund raising, database management, and organizational management.

The Head of School will:

- Provide a regular newsletter and Annual Report to the parents of enrolled students, faculty, and staff; Serve as the public relations officer for the entire school, overseeing the relations with various constituents and the public; Serve as a development officer in promoting the school, its fundraising projects and the promotional programs it sponsors; and Make direct appeals for the annual fund of the school, primarily to major donors.

**Position:** Head of School

**Category:** Full-Time / Exempt / E1 / Ministerial Position

**Reports To:** President of ELCA / Lead Pastor of ELFBC