

JOB DESCRIPTION:

Keokuk Christian Academy (KCA) is looking for an administrator who is passionate about leading teachers, students and parents in a Biblically-rooted mission and worldview. The administrator directs the daily operation of the school, under the supervision of the KCA school board and within the parameters established by the eldership of New Testament Christian Church (NTCC). The administrator maintains an environment of academic excellence to train and empower students to live out a biblical worldview.

The KCA school board and NTCC elders are looking for an energetic candidate who is professional, organized, and friendly. The ideal candidate will be able to balance managing the day to day operations of a small Christian school while at the same time maintaining positive relationships with KCA families and staff members. A servant's heart and forward-thinking mindset are necessary to lead in this role.

EDUCATION & EXPERIENCE REQUIREMENTS:

1. Minimum of a Bachelor's Degree
2. Relevant teaching experience, whether in a public or private school setting

DUTIES:

- Enthusiastically embrace our mission, in all aspects of student learning, growth, and Christian formation.
- Keep the school board members informed of the progress, programs, and needs of the school.
- Oversee faculty by providing leadership and support.
- Interpret and enforce school policies.
- Maintain a work schedule that maximizes availability to the school, students and staff.
- Assist in overseeing the operation and maintenance of the buildings.
- Manage the board-approved budget.
- Coordinate communication and marketing for the school including, but not limited to: student recruitment, donor communication, grant writing, communication with parents, website, school publications, etc.
- Oversee school events throughout the year.
- Fulfill responsibilities at NTCC, as assigned by NTCC elders and staff. These assignments will be based on strengths of the administrator.