



HEAD OF SCHOOL

Hired by: Lifeline Arizona Mission Director
Reports to: Red Sands Christian School - School Board
Evaluated: Annually
Type of position: Contracted, salaried, exempt
Supervises: Teachers, support staff, and nonexempt employees

Professional Qualities *It is expected that the School Administrator will ...*

- Master's degree in School Administration from accredited postsecondary institution, or currently enrolled in Master's degree program
- ACSI Head of School certificate, or enrollment in program to obtain certification
- Minimum of 5 years of successful classroom teaching experience
- Minimum 2 years of successful administration experience, preferably in a Christian school

Spiritual Requirements *It is expected that the School Administrator will:*

- acknowledge Christ as Savior and seek to live life as His disciple
- believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God
- believe the school's statement of faith (attached)
- demonstrate and express desire for spiritual growth personally and in the home
- be known by others as a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct. actively participate as a member of a local evangelical church
- feel called by God has called to Christian school administration, with mission-minded Kingdom-view of education and role in the community
- believe in the Sabbath, for spiritual growth and and mental/emotional rest

Character Qualities *The School Administrator must possess be:*

- enthusiastic, optimistic, encouraging, courteous, patient, friendly, warm
- proactive self-starter and visionary
- emotionally stable and objective
- highly ethical, honest, and a person of integrity in all personal and professional matters

General Administrative Responsibilities:

- Provide vision and direction in planning for growth of the school.
- Protect the school vision, core values, and mission statement in all decisions
- Ensure compliance with all state and federal employment laws and regulations pertaining to religious schools and their employees



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- Maintain annual membership with ACSI (Association of Christian School International)
- Pursue school accreditation through ACSI
- Approve annual operating budget
- Inform the Board of annual budget and school issues at all levels.
- Update and communicate annually the school schedule, calendar, curriculum decisions, and school policies to parents, staff, and the Board
- Communicate school policies to staff, teachers, parents, and students
- Facilitate and encourage fundraising for school sustainability purposes
- Evaluate and approve curricular materials or needed changes in timely manner
- Provide support with enrollment decisions, and behavioral or disciplinary issues with students and/or staff
- Enlist complementary services from other schools, agencies, government departments, and local resources to provide for educational needs within the school
- Ensure accuracy, legality, and adequacy of all record-keeping
- Create a positive experience for worship with staff, teachers, students and community.
- Other duties as assigned or needed.

Staff Management Responsibilities:

- Ensure teachers comply with or exceed Arizona Academic Standards
- Meet or exceed Arizona Professional Administrative Standards
- Evaluate and implement instructional improvements in the classroom
- Perform annual performance reviews, including follow-up on areas needing improvement
- Develop and implement procedures for the recruitment, hiring, orientation, supervision, professional development, evaluation, motivation of personnel, and dismissal of personal when necessary
- Provide, promote, and train staff for safe operation of the school
- Use Scripture to encourage and empower the teaching team
- Ensure daily biblical instruction to all students, aligned with Kingdom education values.
- Hold accountable staff not promoting God's love and grace
- Integrate Love and Logic into classrooms, discipline, teacher plans and classroom management.
- Seek and accept constructive evaluation of her or his own job performance

Facilities and Transportation Responsibilities:

- Oversee transportation schedule, safety, bus and vehicle readiness, inspections, driver DPS requirements, and fleet management
- Oversee annual building inspections
- Perform monthly safety drills, and consult with local agencies to review emergency safety plans and procedures
- Seek Board input and approval for facility growth needs, including furnishings
- Provide approval for non-school building uses
- Secure contracts for outside vendors/resources as needed
- Handle all permits, city requirements and discussions about school growth and development

Lifeline Christian Mission Responsibilities:

- Interact with mission teams to assist with relationship building and overall support
- Report school numbers, information and decisions to board and to supporters
- Provide feedback and communication regularly to supporters and/or Lifeline when requested.

- Provide support and information to Lifeline Christian Mission, as needed