

## Job Description

Title: **Administrator - Mother Lode Christian School**

### **BACKGROUND**

Mother Lode Christian School (MLCS) is a Christ-centered, non-denominational private school. We incorporate the educational strategies of private, public, and home-school education to produce students who love the Truth, love to learn, and love the God who made them.

### **OUR VISION**

We exist to inspire our students to love Jesus Christ with all that they are, excel in academics, find joy in learning, and shine as light in the world.

### **OUR MISSION**

Our mission in Christian education is twofold: First, that each student grows in the love and knowledge of Jesus Christ. And second, that each student advances in academic skills in order to think clearly, reason well, address problems with creative solutions, and communicate effectively. Who our students become is more important than what they become. Once they find a sincere love for Jesus Christ and an unselfish love for others, they will shine brightly for a lifetime. Public schools focus on instruction and subject matter without God. True Christian education explores how all subject matter reveals the beauty and wisdom of God. At MLCS our mission is much larger than books, diplomas, and degrees, as important as these are. Our mission is to accomplish our vision together.

MLCS is looking for its next gifted/experienced Administrator to serve our community of families and students. The Administrator will work day-to-day with the families, faculty, and governing Board towards achieving the School's vision and mission in the lives of the Mother Lode Students.

### **Preferred Qualifications:**

1. Principal/Administrator Credential
2. Masters Degree in Education Supervision or Curriculum, or higher
3. Pastoral Experience/Gifting

### **GENERAL RESPONSIBILITIES**

- Develop and maintain a school which is committed to our Statement of Faith and core values as set forth in the Bylaws. This involves due consideration given to implementing the school philosophy, mission, and core values in every area of education.
- Develop and maintain a school which is academically sound. Students should be highly equipped in the tools of learning so they can excel in high school and/or higher education if so desired. Assume responsible leadership of the school and its program. This involves assuming the role as primary visionary for the school.

### **SPECIFIC DUTIES**

#### Instructional and Spiritual Leadership

- Provide for effective leadership of the school's instructional process.

- Ensure that the faculty is engaged in continuous curriculum development.
- Ensure a sound program for spiritual and academic professional development of the faculty.
- Ensure the development and maintenance of a vital, challenging, and conviction-oriented chapel program geared to the spiritual climate and various ages of the student body.
- Lead in recruiting and enrolling qualified students with school staff and/or parent volunteers.
- Follow Jesus in all areas.

### Research

- Keep abreast of the major trends and research in education, particularly Christian education.
- Work with the Board to implement the Strategic Plan for the school.
- Serve as the educational consultant to the Board by providing information and counsel on all the school's challenges and procedures.
- Ensure that the faculty identify and solve educational issues based on data analysis and best practices.
- Ensure that the school maintains an accurate, reliable assessment program.
- Lead in recruiting and enrolling qualified students with school staff and/or parent volunteers.

### Supervision

- Ensure the adequate supervision of all teachers and staff.
- Ensure the supervision of the instructional process so teachers and students are guided and encouraged to their greatest potential.
- Ensure the regulation and enforcement of the Discipline Policy.
- Ensure the development of student leadership for good school life and morale.
- Ensure adequate communication with parents about their children and the school.
- Ensure that student records are adequate, accurate, and administered legally.

### Personnel Administration

- Lead in recruiting and hiring quality, mission-appropriate faculty and staff.
- Work with the Board to ensure that all job descriptions are accurately created, properly executed, and regularly reviewed.
- Work with the Board and school attorney to create new contract documents and modify existing contract terms for faculty and staff as required.
- Facilitate the administration and execution of existing contract documents with faculty and staff.
- Ensure that maintenance of accurate personnel records for all faculty and staff in compliance with applicable state and federal laws, and applicable accrediting agency expectations.
- Ensure written evaluation of all school personnel on an annual basis.
- Handle grievances of school personnel according to policy and in compliance with applicable state and federal laws.
- Lead in the guidance, discipline and ultimate dismissal of personnel who do not perform satisfactorily according to policy and Board review.
- Ensure the health and safety of the students, faculty, and staff while at school or involved in school functions.
- Serve as a liaison between the Board and faculty/staff.

### Finance

- Administer financial policies concerning tuition.
- Work with the Board to ensure proper financial controls and procedures are followed.
- Authorize budget expenditures.

### Public Relations

- Maintain an effective program for promoting the school to its stakeholders as well as the general public.
- Maintain policies and procedures for preventing and handling potentially negative public relations events involving the school.

### **ACCOUNTABILITY**

- Answer directly to the Board with regular, bilateral communication.
- Submit to annual evaluation by the Board.

### **SALARY, BENEFITS & HOURS**

- Salary Range: \$70,000-\$89,000
- The Administrator is an exempt salaried full-time position, which carries the expectation of a minimum of 40 hours of work per week. This position is a full year responsibility. The Administrator may take all school holidays. Vacation time for the Administrator is set by his/her contract.
- The Administrator may qualify for annual pay-incentives as determined by the Board, including for educational qualifications and longevity.