



NORTH CLACKAMAS CHRISTIAN SCHOOL

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TITLE: School Administrator

NCCS Mission Statement: North Clackamas Christian School partners with Christian parents in providing our students with a Biblically-based education that pursues excellence in spiritual, academic, artistic, and athletic programs, training them to serve Christ daily.

To fulfill this mission we seek a qualified and Christ-modeling School Administrator.

JOB GOALS: To use leadership, management and administrative skills to develop, achieve and maintain the best possible educational program for the students of NCCS that supports the mission, vision and beliefs of the NCCS Society.

Key Objectives of the Position:

- Ability to help shape and implement our vision to grow the school over the next 10 years.
- Leverage our positive position to move the school to long term financial stability.
- Continue to build a Christ-centered culture that is seen every day in how teachers are empowered, the society is partnered with and how our students interact with each other and the world.
- Prepare our students for college/career/trade by improving the academic strength of our secondary grades.
- Innovatively leverage technology and online resources to improve the student, staff, and society experience.
- Improve the educational experience to maximize secondary grade enrollment and retain students through graduation.

REPORTS TO: NCCS School Board

SUPERVISES: Faculty and Staff of North Clackamas Christian School

STARTING SALARY RANGE: \$70K-\$80K depending on experience and qualifications.

TERMS OF EMPLOYMENT: Annual renewable contract

QUALIFICATIONS:

Character Qualities

Keep a faithfully maintained, personal relationship with Jesus Christ as Lord and Savior and a vital prayer life as evidenced by the following spiritual attributes:

- Biblical knowledge: applying biblical truths to everyday life decisions.
- Wisdom: making wise decisions in difficult situations.
- Courage and tenacity: the inner strength that comes from God to make tough decisions, overcome obstacles, and not settle for less than God's best.
- Humility: willingness to submit first to God and then to the authority of the NCCS Board.
- Integrity: needs to be an individual who is honest and reliable.
- Christian Community: attending and involved in the ministry of a local church.
- Servant's Heart: leadership through serving our students, staff, and society.

Education / Certification

- Hold current (or willing to pursue) an ACSI Principal's Certificate
- Hold state (Oregon or other) Administrator's License.
- Minimum of a Masters degree

Experience

- Minimum of 5 years in education administration.
- Minimum of 5 years in-classroom experience as a teacher.

PERFORMANCE AREAS:

Board Relationship – The ability to understand and adhere to Policy Governance as well as develop and maintain a healthy partner relationship with the School Board as evidenced by the following characteristics:

1. High level of trust.
2. Healthy debate on ideas for solving problems and leveraging opportunities.
3. Commitment to do what it takes for the success of the school.
4. Accountability to agreed-upon commitments.
5. High degree of commitment to achieving results.

Specific Responsibilities:

- a. Complete in a timely fashion all records and reports as requested by the Board.
- b. Communicate with the Board regularly about the needs, successes and general operation of the school.
- c. Use critical problem-solving skills to create actionable plans to refine and implement our vision.
- d. Perform any duties that are within the scope of employment and certifications, as assigned by the Board and not otherwise prohibited by law or in conflict with contract.

Administration/Organizational Management – The possession of good organizational skills and the knowledge of effective administration of school operations.

Specific Responsibilities:

- a. Maintain the school's ACSI accreditation.
- b. Direct (or oversee/approve) implementation of all school activities.
- c. Oversee the school's administration and instruction; make recommendations to the school board when authorization is needed.
- d. Budget school time to provide for the efficient conduct of instruction, co- curricular activities, and operational business.
- e. Maintain high standards of student conduct, and enforce fair and consistent discipline as necessary, affording appropriate due process to students and parents.
- f. Supervise the maintenance and safety of records regarding student progress and attendance, all public and confidential school records as well as information gained as part of exercising your duties as Administrator.
- g. Delegate authority to appropriate personnel to assume responsibility for the school in the absence of the Administrator.
- h. Assume responsibility for supervision of all administrative, certified, and support staff attached to the school.
- i. Prepare or supervise the preparation and submission of reports, records, lists, and all other paperwork required or appropriate to the school's administration.
- j. Maintain visibility with students, teachers, parents and the Board.

Budgeting / School Finance / Facilities Management / Business Services – The ability to effectively and efficiently utilize and manage the facility and assigned support services through responsible stewardship of school resources and a working knowledge of school finance, such that the needs of the school can be effectively represented in the budgeting process, including budget development, acceptance, and implementation.

Specific Responsibilities:

- a. Prepare and submit the school’s budgetary requests and monitor expenditures of allotted funds.
- b. Leverage our financial position to achieve long-term financial health with particular emphasis on retiring debt, expanding donor base, and increasing attendance.
- c. Oversee the development of a Facilities Plan assessing usage, limitations, and projected needs for the next 10 years.
- d. Supervise the maintenance of all required building records and reports.
- e. Oversee appropriate accounting and control of school funds and student activities accounts.
- f. Assume responsibility for the safety and administration of the school facilities, including the planning and supervision of fire drills and emergency preparedness program in accordance with legal requirements and established school system procedures.
- g. Oversee the daily use of the school facilities for both academic and non-academic purposes, including by school staff, students and the community.
- h. Provide for adequate inventorying of school system property, and for the securing of and accountability for that property.
- i. Work with maintenance, custodial and other staff to address facility needs.

Communications – The ability to articulate effectively, both orally and in writing, the successes and needs of the school with the school board, faculty, staff, students, parents, and the general public - in large and small groups and with individuals.

Specific Responsibilities:

- a. Respond to written, oral, and electronic requests for information from appropriate sources.
- b. Develop and implement a plan for communicating with parents on both a regular and emergency basis, with emphasis on the technology and electronic media desired by the Society.
- c. Notify immediately the Board, and appropriate personnel and agencies, when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.

Donor/Benefactor Development – The ability to develop and maintain relationships with individual and corporate partners for the purposes of building a financial foundation for the school’s current sustainability and future growth.

Specific Responsibilities:

- a. Establish and maintain a financial donor base to ensure financial stability
- b. To foster understanding and solicit Society support for overall objectives and programs of the school.

Educational Leadership – The ability to inspire, motivate, guide and direct staff in setting and achieving the highest standards of educational excellence for the school. The ability to work with staff to identify assessments, concepts and skills related to a school wide Scope and Sequence plan and to contribute guidance and assistance to staff in planning and implementing curriculum utilizing appropriate instructional strategies.

Specific Responsibilities:

- a. Provide for regular and special conferences between parents and teachers.
- b. Supervise the school’s instructional and assessment practices.
- c. Complete formal and informal classroom observation with every teacher. Teachers will be provided with written feedback following every formal interview.
- d. In coordination with appropriate members of the leadership team, supervise instructional and student support services to enhance individual education and development.
- e. Assert leadership in times of crisis or civil disobedience in school in accordance with established policy and procedures.
- f. Assume responsibility for the interpretation and implementation by the school’s staff of all school board policies and administrative procedures/regulations.
- g. Serve as a member of such committees and attend such meetings as the Board may direct.
- h. Keep abreast of educational changes and developments by attending appropriate meetings, reading professional journals and other publications, and discussing problems/opportunities of mutual interest with others in the field.
- i. Improve college preparation by using public resources, particularly concurrent credit courses and off-campus offerings with Clackamas Community College.
- j. Improve the college preparation experience for both student and parents with continued training seminars on how to research, apply to, and finance college education.
- k. Leverage technology and online resources to improve the student, staff, and society experience.

School and Alumni Community – The ability to perform responsibilities as a visible presence in the school, participating in and attending school events to the extent possible.

Specific Responsibilities:

- a. Maintain active relationships with students and parents.
- b. Participate and maintain a visible presence at special events that recognize student achievement, as well as in typical school sponsored activities, functions, and extracurricular events.
- c. Regular communication with the NCCS Alumni Association.

Overall Leadership – The ability to create an environment where faculty and staff are engaged in the pursuit of the mission, vision and objectives of NCCS. Foster an environment where all staff, students, and families feel valued, loved, and heard.

Specific Responsibilities:

- a. Clearly communicate the vision, mission and objectives of the school with faculty, staff, students and parents on a regular basis.
- b. Conduct staff meetings as necessary for the proper functioning of the school.
- c. Establish a professional rapport with students and with staff that has their respect.
- d. Display and model ethical, professional and spiritual behavior and standards when working with students, parents and school personnel.
- e. Serve as a role model for students, demonstrating the importance and relevance of learning and accepting responsibility.

Personnel Management – The ability to recognize school staffing needs, to perceive in candidates the potential for suitability, and to contribute to an effective recruitment/selection/retention process.

Specific Responsibilities:

- a. Participate in the recruiting, screening, nomination, training, assigning, and evaluating of school building personnel.
- b. Responsible for the hiring and terminating staff and faculty when needed or appropriate.
- c. Cooperate with college and university officials regarding teacher training and preparation.
- d. To discuss and resolve individual student problems.

Professional Development – The ability to contribute to the development and implementation of professional growth and staff development programs that raise both aspirations and expertise.

Specific Responsibilities:

- a. Orient newly assigned school staff members and assist in their development, as appropriate.
- b. Participate in the in-service orientation and training of school staff.
- c. Assume responsibility for monitoring own professional growth and development through participation in professional organizations, through attendance at regional, state and national meetings, through enrollment in advanced coursework and staying abreast of current research trends.
- d. Develop and submit to the Board an Annual Personal Development Plan
- e. Require each faculty member to develop an Annual Personal Development Plan, submitted to the Administrator.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goals are met. The NCCS School Board Chair and at least one additional Board member will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Approved by the NCCS School Board: March 18, 2019