

Job Description for Medinah Christian School Administrator

Status: Full- Time Position Part-time Position

Reviewed: After 1st 6 months and then on each annual anniversary of Start Date

Reviewed by: School Board, as represented by School Board Chair and Vice-Chair.
The Medinah Baptist Church Senior Pastor may offer input to the evaluation.

Last Revised: April, 2011

General Description

The administrator shall prayerfully develop and maintain a school that is thoroughly Christian in every area. The school is to be academically sound for the student body that it serves. He shall be a responsible leader of the school and its entire program. The administrator shall be a member of Medinah Baptist Church and seek to promote the programs of the church and make the school an integral part of growing the church.

Qualifications

The administrator will be a born-again believer in Jesus Christ.

The administrator shall be a member in good standing and active participant in Medinah Baptist Church.

The administrator shall work to accomplish the educational goals and objectives prescribed by the school in accordance with the policies and procedures approved by the school board.

The administrator shall have earned a bachelor's degree in elementary education, a master's degree in educational administration, and a minimum of three years experience in classroom teaching and/or administrative experience.

The administrator shall be highly self-motivated, an effective decision-maker, and able to identify and solve problems.

The administrator shall be able to communicate effectively, both verbally and in writing.

The administrator shall possess a manner and appearance that will present a proper image of Medinah Christian School to the public.

Contracted by

Medinah Baptist Church Board of Deacons, Medinah Christian School Board of Education, and by a vote of the members of Medinah Baptist Church

Reporting Structure

Reports to Medinah Christian School Board of Education
Indirectly reports to Senior Pastor of Medinah Baptist Church

Supervises

Faculty and staff of Medinah Christian School. Directly, or through a designee, provides oversight to school-related organizations (e.g., PTF)

Responsibilities

Spiritual

The administrator shall...

1. Be a professing, growing, committed Christian of exemplary personal and family life.
2. Be in total agreement with all ministries, philosophies, and policies of Medinah Baptist Church and Medinah Christian School.
3. Become an active member of Medinah Baptist Church.

Leadership

The administrator shall...

1. Lead the faculty in continuous curriculum evaluation and development so that the total curriculum is evaluated periodically.
2. See that the school is well equipped and well supplied to provide quality education.
3. Lead the school in maintaining state recognition and ASCI certification.
4. Develop good co-curricular and extra curricular activity programs.
5. Be the agent of educational betterment and innovation.
6. Work with the faculty continuously to refine the aims and objectives of Christian education and plan strategies for their attainment.

7. Develop a community of thought among the faculty regarding standards and goals for spiritual growth, discipline, student workload, and grading.
8. Conduct meetings of the faculty as necessary for the proper functioning of the school and as desired for communication and improvement.
9. Work effectively with Church Staff members in collaborating about the children and youth ministries of the entire MBC community.
10. See that scheduling is done well using teachers and facilities efficiently.

Research

The administrator shall...

1. Keep abreast of the major current trends in education in general, and in Christian education in particular.
2. Maintain a valid five-year plan for the development of the school.
3. Serve as the educational consultant to the school board by providing information and counsel on all of the school's educational problems and procedures.
4. Lead the faculty in identifying and solving the school's educational problems.
5. Administer a good standardized testing program.
6. Take the lead in finding and enrolling qualified students.

Supervision

The administrator shall...

1. Organize, motivate, and manage the faculty and staff to attain the objectives of the school. Supervise the instructional process so teachers and students are guided and stimulated to their greatest potential.
2. Set standard for student conduct – regulate and enforce behavioral discipline.
3. In cooperation with the custodian and the church Facilities Director, see that the building and grounds are maintained adequately for both safety and instructional requirements.
4. Maintain inventories of books, equipment, furnishings, etc.
5. Supervise faculty and staff reporting to parents about their children and about the school.
6. Ensure that student's records are adequate, accurate, and administered legally.
7. Supervise the student Christian outreach of the school.

Personnel Administration

The administrator shall...

1. Lead in recruiting a quality faculty and staff, and make recommendations to the school board for final approval.
2. Ensure that all contracts are computed accurately and executed properly.
3. Manage all support personnel.
4. Evaluate faculty and personnel annually.
5. Handle grievances of all personnel.
6. Assist the School Board in the dismissal of personnel who do not perform satisfactorily.
7. Orient new staff.
8. Work effectively with the School Board to resolve problems about the school's policies on salary and fringe benefits.
9. Be responsible to ensure a healthy and safe environment for students, faculty, and staff.
10. Serve as a liaison between the school board and the faculty and staff.

Finance

The administrator shall...

1. Directly, or through a designee, function as the purchasing agent for the school.
2. Work collaboratively with School Board to develop the budget which is to be submitted to the Church Deacon Board for approval. The Administrator shall have primary responsibility for effective management of the budget and shall make monthly reports to the School Board and Deacon Board.
3. Ensure that the school remains in compliance with meeting IRS requirements and regulations for maintaining tax-deductible status.
4. Continuously acquire data on Christian school finance in order to improve financial policies and procedures of the school.
5. Present an annual recommendation to the school board regarding the improvements, when indicated, of the salary schedule and fringe benefits for the faculty and staff.
6. Explain to teachers the policies to be followed for ordering all items for the school.
7. Maintain a proper system for the security and disbursement of petty cash, and all student body financial accounts.
8. Directly, or through a designee, oversee the business office of the school.

Public Relations

The administrator shall...

1. Maintain a good program for promoting the school to MCS families and alumni.
2. Work to effectively promote the school to MBC families as well as to the general public.
3. Foster good relationships with Medinah Baptist Church and all evangelical churches in the community.
4. Work to establish, where appropriate, involvement by school teachers and staff in the ministries, worship and corporate membership of Medinah Baptist Church.
5. Establish and keep right relationships with the state agency to which the school is responsible.
5. Maintain an active relationship with the Christian school organizations on the state, regional, and national levels.

Relationships

The administrator shall...

1. Report directly to the School Board as well as to receive directions from the senior pastor of Medinah Baptist Church.
2. Demonstrate commitment to the mission, ministries and programs of Medinah Baptist Church.
3. Attend all scheduled pastoral staff meetings as invited for purposes of coordinating church and school interactions.
4. Attend all scheduled school board meetings.
5. Attend all scheduled Parent-Teacher Fellowship meetings.

Evaluation

The Medinah Christian School Board of Education will annually perform an evaluation of the Medinah Christian School's Administrator after receiving feedback from the Senior Pastor. At their discretion, the School Board may use surveys or seek input from other interested parties