

# HEAD OF SCHOOL

## Overall Roles and Responsibilities

The Head Administrator is the sole employee of the School Board and is tasked with: accomplishing the school's mission and targeted outcomes, maintaining the organization's health, and ensuring that the School provides outstanding educational services and student outcomes. In doing so, he/she carries out the school's mission while cultivating a Christian environment and high standard of excellence for a distinctively Christian education. In addition, the Head of School ensures the overall health of the organization and nurtures its key relationships. The Head of School responsibilities include:

### Mission

- Maintains and cultivates an education partnership with Christian families.
- Establishes and maintains academic excellence standards for students
- Cultivates an environment of student discipleship, biblical knowledge, and life application.
- Develops students' leadership skills through principal, mentoring, training, and practice.
- Nurtures an environment that teaches and mentors personal excellence for each student and staff.

### Finance

- Serves as Business Manager.
- Provides financial oversight to the Financial Director.
- Executes the financial policy, ensuring Board policies and decisions are communicated to and upheld by faculty/staff, parents and prospective parents.
- Oversees financial health, budgeting, spending and long-term planning.
- Oversees and assists in coordination and execution of fund-raising and alternative revenue streams.
- Serves as a resource and partner for the Development Director for generating non-tuition/fee revenue.

### Personnel

- Retains, dismisses (as necessary), and oversees all faculty, staff, and extra-curricular sponsors.
- Serves as a resource for Elementary and Secondary Principals, Athletic Director, and any other staff who manages employees and key volunteers.
- Ensures that equitable systems of compensation, working conditions and professional development of all staff are in place.
- Inspires, mentors, counsels and advises school employees for best outcomes.

### Enrollment

- Represents and explains the school's mission and programs to prospective families.
- Oversees and assists the Development Director in the recruitment of students and marketing activities of the school.
- Informs parents and prospective parents of enrollment policies and orients them as needed.
- Oversees admissions tasks necessary to achieve the school's requirements, goals, and values.
- Participates in the admissions process for both recruitment and screening through interviewing and other means.

### Public Relations

- Oversees all internal and external school communications.
- Serves as key spokesperson of the school.
- Maintains constructive liaisons with all internal and external constituents and associations.

- Facilitates communication among all of the school's constituents, and encourages their participation in the school's activities and events.
- Cultivates relationships with key constituents, including volunteers, alumni, donors, community organizations and church leaders.
- Represents the school in and to the community at large.

### **School Facilities, Equipment, Daily Operations**

- Oversees daily operations of the school, ensuring a safe and healthy environment for students, staff, families and guests.
- Attends to tasks and responsibilities associated with successful operation of the school (e.g. communication, security, maintenance) in an as-needed and sometimes hands-on capacity.
- Supervises maintenance of all school equipment.
- Supervises the maintenance of the school as an aesthetically attractive and safe environment.
- Advises Board on needed facilities and equipment improvement.
- Assists Principals, as needed, with student discipline.
- Oversees the maintenance of health records, relevant evaluations, responsiveness to health incidences and related policies.
- Ensures the maintenance of all records, documents and requirements needed for students' success when applying to institutions of higher education or employers after high school, as well as for students transferring to other schools.

### **Operations Support**

- Remains informed of trends, research, best practices and legislation that may affect the management, operation and policy of the school, and applies these where needed to improve the school's health and outcomes.
- Advises Board when policy changes or action may be necessary.
- Maintains a comprehensive set of records on students, staff, donors, and prospective students.
- Provides leadership and implementation of strategic short and long-range planning.
- Maintains excellent accreditation and reaccreditations with ACSI.
- Ensures compliance with all TAPPS policies and procedures.
- Ensures adequate technology is in place, as well as related policies and procedures, for best outcomes.
- Creates and oversees the athletic program to ensure its overall success.

### **Board of Directors**

- Supports the health, efficiency and productivity of the school's board.
- Attends monthly board meetings, providing reports and relevant information.
- Communicates information to the School Board as it relates to school policy, school health, mission, and educational trends.
- Facilitates periodic surveys of relevant constituents.
- Serves as an ex-officio member on all standing Board committees.

## **CHARACTER REQUIREMENTS**

### **Personal Characteristics**

- Mature follower of Jesus Christ.
- Demonstrated commitment to Christian Education and to securing its future.
- Knowledge of, and ideally direct experience with, Christian education.
- Emotionally intelligent leader.
- Visionary *and* practitioner.
- Lifelong learner.
- Catalyst in the leadership development of others, including students, volunteers, faculty and staff.

- Strategic thinker and goals setter.
- Proven achievement.
- Professional understanding of the financial, business, and public relations aspects of the school.
- Collaborative in achieving goals.
- Personable with the ability to develop and maintain both respect and trust.

### **Spiritual**

- A strong, clear Christian testimony of acceptance of Jesus Christ as personal Savior and Lord, and a follower of Christ.
- An unreserved acceptance of the School's Statement of Faith.
- A mature, godly spirit with a vibrant and active faith and prayer life.
- A strong knowledge and understanding of scripture.
- Active church participation and attendance.
- A lifestyle of biblical integrity and humility.

### **Professional**

- Demonstrated success in achieving academic goals, financial goals, budgetary management, and leadership development.
- Bachelor's degree required and Master's degree or related continuing education preferred.
- Minimum of 5 years' experience in administration or executive leadership, preferably at an educational institution.
- Ability to articulate a Christian philosophy of education and its distinctive.
- Effectiveness in oral and written communication.
- Ability to cast vision and inspire stakeholders to engage in and support the School's mission.

## **About Greenville Christian School**

Founded in 1976, Greenville Christian School equips the children of Christians with excellent academics, biblical life application and leadership skills to excel throughout their Christ-centered lives. GCS is an excellent leader in rural Christian education. The school's leaders have established an excellent academic offering, vibrant and successful athletics and leadership development programs. Recognizing that each child is created uniquely in God's image, GCS balances an appreciation of differences while ensuring that each child achieves mastery and proficiency in academic pursuits. The school offers daily opportunities for students to grow, discover, and be challenged to think critically and independently—while developing social, emotional, and spiritual maturity and well-being. The practice of instructing from a biblical worldview recognizes that spiritual growth and knowledge go hand-in-hand. Biblical instruction and discipleship are integrated into learning. Our goal is that students graduate well-equipped to positively impact their educational opportunities, communities, and world.