

Covenant Christian High School

Position Description: Administrator

Reports to: Board of Trustees

Draft Date: 2/12/2024

Description:

Serving under the direction and pleasure of the Board of Trustees, the **administrator** provides godly leadership and management to the staff, students, and community of CCHS and is principally responsible for executing and achieving the vision and mission of Covenant Christian High School in providing Christ centered education.

Responsibilities:

- Supervises the directors of instruction, the director of student life, the business manager, the athletic director, and the facilities manager.
- Represents and maintains the image and reputation of CCHS with integrity and articulates the vision and mission.
- Actively participates in school activities and events.
- Ensures an educational environment that promotes the growth, health, safety, and security of all students.
- Ensures that curriculum and teaching methodologies are achieving high academic standards, are distinctively Reformed, and prepares students for their God appointed vocations.
- Monitors governmental and educational standards and regulations, alerts the Board of Trustees of concerns, and ensures compliance consistent with the CCHS mission.
- Evaluates future needs and advises the Board of Trustees regarding long-term plans for staffing and facilities.
- Recruits, assists the Board of Trustees in hiring and dismissing, and ensures training and development of the teaching staff.
- Ensures policies and procedures are implemented and standardly enforced by staff.
- Provides budget recommendations to the Board of Trustees, ensures expenses are within budgetary constraints, and monitors business and financial practices to ensure assets are protected from fraud, theft, or misuse.
- Ensures the property and facilities are maintained for good appearance and function.
- Serves on the Education Committee and other Board committees as assigned and provides information and recommendations.

- Reports regularly and completely on CCHS's performance and compliance and responds promptly to requests with reports and information to the Board of Trustees.
- Implements the directives and decisions of the Board of Trustees.

Qualifications:

1. A committed member of good standing in the Protestant Reformed Churches of America that leads an exemplary Christian life beyond reproach. (I Timothy 3).
2. A bachelor's degree and advanced degree in education, educational administration, business leadership or equivalent.
3. Knowledge of educational practices and methodologies for secondary education.
4. Adept at planning, organizing, and working independently.
5. Skilled in identifying problems and brainstorming potential solutions.
6. Passionate about connecting with teachers and students.
7. Excellent at written and oral communication.
8. Sound understanding of fiscal aspects of school operations.
9. Able to delegate duties and responsibilities and motivate staff to achieve desired results.
10. Possesses empathetic, diplomatic, and social skills to effectively communicate with community, board, staff, students, and parents.