

Jackson Christian School
Assistant Chief Administrator Job Description

I. General Description

The Assistant Chief Administrator shall provide support to the Chief Administrator in administration/management of the school and serve as building principal for the 6-12 student body. The individual in this position will report directly to the Chief Administrator.

II. Qualifications

A. Minimum

1. Must be a born-again Christian and subscribe to the Statement of Faith of Jackson Christian School.
2. Must be a member in good standing of an Evangelical church in accordance with the school's doctrinal statement as evidenced by a pastor's recommendation.
3. Must accept responsibility as a spiritual and academic leader of the school.
4. Must hold an advanced degree in educational leadership or a related field (master's degree is a minimum)
5. Must hold or obtain necessary ACSI certification within one year of employment.

B. Preferable

1. Administrative experience in comparable K-12 Christian school.
2. Degree in educational administration or a field of teaching.
3. Three (3) years of teaching experience in a K-12 setting

III. Responsibilities

A. The Assistant Chief Administrator will work closely with the Chief Administrator and may be involved in the duties below as assigned

1. Provide Spiritual Leadership - model a strong Christian faith; consult with students, parents, faculty, staff and community in accordance with the Matthew 18
2. Provide Academic Leadership - oversee K-12 curriculum and instruction (including scope and sequence), stay abreast of current educational thought and best practice; oversee the maintenance of the school's accreditation
3. Provide Financial Leadership – work with principals to design and maintain annual budgets pursuant to the school's needs; consult with the business office regarding tuition, accounts receivable and accounts payable; review financial status of the school on a weekly basis
4. Provide Visionary Leadership – assist in the designing and implementing of short and long-range goals in accordance with the mission of the school
5. Provide Development/Advancement Leadership - actively seek to establish/maintain relationships with alumni, local churches, and members of the greater Jackson Community to further the development of the school; champion fund raising activities at the school

6. Provide Operational Leadership – review job performance evaluations of all teaching and non-teaching personnel; coordinate planning related to time schedules, school calendar, and enrollment; be responsible for the oversight of building and grounds maintenance, food service, and custodial activity
7. Coordinate Emergency Management Team Prevention and Response efforts– coordinate security measures, respond appropriately in any matter not covered by Board policy, cases of calamity, act of nature, and other emergencies
8. Assist JCS administrative team in striving for the overall improvement, welfare and development of the school; increase efficiency and effectiveness through advanced study and participation in professional organizations/conferences

B. Building Principal

1. Manage the daily operations of the MS/HS school
2. Interview, hire, supervise, and evaluate all personnel in his/her building;
3. supervise and mentor teachers through observation, daily interaction, conferences, and written evaluations (formally evaluate all staff and faculty at least once each year); make objective recommendations with adequate supporting data to the Chief Administrator regarding cases of assignments, transfer, promotion, demotion, renewal, non-renewal of contract, or dismissal
4. Direct the activities of the Athletic Director and provide yearly evaluation.
6. Administer and supervise the school in accordance with the policies and regulations the School Board prescribes, handle disciplinary matters, administer extra-curricular activities, and unstructured times; arbitrate discipline problems through documentation, student conferences, and parent communication
7. Conduct regular teacher meetings; participate in administrative meetings, and such other meetings as are required or appropriate
8. Provide opportunity and leadership for those working with him or her to share techniques, understandings and ideas for bettering the school program
8. Recommend an estimated new school year budget, assist in modifying and refining the estimated budget, and administer the budget adopted by the School Board; requisition all equipment and supplies for the building
9. Attend special events held to recognize student achievements, and attend school sponsored activities, functions, and athletic events
10. Direct enrollment, registration, and scheduling for the school (including the building activities calendar).
11. Coordinate and evaluate curriculum; interpret student academic testing.
12. Organize the administrative tasks and other aspects of the school to allow time for evaluation and improving the instructional programs.
13. Schedule courses and student class schedules.
14. Show the school to prospective families. Interview new students and new families.