

## **Position Description**

### **Timothy Christian School**

Administrator

### **Organization**

Founded in Wellsburg, Iowa by a group of parents in 1941, Timothy Christian School has worked to come along-side Christian parents to provide God-centered courses for their children in kindergarten through eighth grade. Timothy Christian School's mission is "Training For Christian Service."

For more information please visit [www.timothychristianschool.net](http://www.timothychristianschool.net)

### **Position**

Timothy Christian School is seeking an Administrator who is 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. A successful candidate for this position will be expected to lead the school by prayerfully developing and maintaining a school that is thoroughly Christian in every area. Additionally, this position will be responsible for accomplishing the educational goals and objectives prescribed by the school in accordance with the policies and procedures approved by the school board. This position may also include teaching as deemed necessary by the school board. This person must be a mature believer who reflects the purpose of the school to honor Christ at all times.

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God – our standard for faith and practice
- Believe and actively support the school's statement of faith
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Evidence the fruit of the Spirit and biblical principles in dealing with people
- Actively participate in a local evangelical church

### **Required Professional Qualities**

- Successful classroom teaching experience, preferably in a Christian school
- Demonstrate a basic proficiency in word processing, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet
- Maintain high standards of ethics, honesty, confidentiality and integrity in all personal and professional matters
- Possess humility and a willingness to be a team player
- Represent the school within the community with integrity and honesty
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy
- Holds, at minimum, a Bachelor's Degree in Elementary or Secondary School Education with a valid state certification to teach. Master's Degree in School Leadership with professional administrator license is preferred.

### **Essential Job Functions**

#### **Administrative Leadership:**

- Chief Administrative officer, administer the day to day operation of the school and the ability to effectively

perform these duties in addition to teaching

- Effectively communicate and administer all board policies, procedures, and directives to school staff in Christ-like manner
- Communicate clearly with prospective parents on the criteria for acceptance
- Responsible for promoting and maintaining a positive relationship and open communication line between the school board, staff and parents
- Make recommendations to the Board concerning the appointment, retention, promotion and assignment of all professional and nonprofessional personnel employed by the school
- Provide aggressive leadership and active involvement in the curriculum structure by:
  - a) Promoting curricular continuity Kindergarten through Eighth grades and maintaining current curriculum guides
  - b) Establishing and supervising staff committees for Curriculum development and review as well as recommending curriculum changes
- Have the power to discipline and suspend pupils in accordance with the discipline policy and to recommend dismissal or other disciplinary action
- Evaluate the efficiency and quality of the teaching performance of all the teachers and be prepared to submit an evaluation upon Board request
- Present an oral and written monthly report to the School Board regarding school programs, staff performance, and student discipline
- Assist and advise the Board in interpreting the school program to the parents and the community
- Be responsible for developing and maintaining appropriate relationships between the school and community by:
  - a) Providing the community with information concerning the activities, policies, and practices of the school
  - b) Fostering good relations with the sponsoring churches and other churches in the community and work well with area public schools
  - c) Maintaining an active relationship with the Christian school organizations at the state, regional, and national level
- Circulate when necessary a news bulletin to the parents regarding school affairs and functions
- Be responsible for all classroom scheduling, the scheduling of extracurricular activities, and building rentals to groups and organizations
- Keep Board informed concerning CSI accreditation requirements
- Provide specific information for long-range planning
- Purchase budgeted supplies and equipment
  - a) Expend up to \$100 per month for items not budgeted; expenses in excess of \$100 per month are subject to the approval the School Board
- Be responsible for the management of school business such as
  - a) Completing and submitting reports to the Board, Board committees, and state and local agencies as required
  - b) Ensuring that the federal and state aid programs are in order, if the Board accepts such aid
  - c) Coordinating facility usage and calendar events with the sponsoring churches and area schools
  - d) Organizing the graduation proceedings
  - e) Recommending a school calendar for the year
  - f) Prepare monthly schedules for school newsletter and local papers
- Administer policies of admission and enrollment of new students
- Attend meetings designed to strengthen his/her ability to administer and supervise the affairs of the school and make reports to the Board
- Perform other duties as assigned by the School Board

### **Academic Leadership:**

- Ensure that school classrooms reflect a professional and Christian environment
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other educators
- Coordinate all research activities at the school including those in the areas of student curriculum, learning, and evaluation
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training
- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher-child or child-parent relationships
- Be responsible, along with the teachers, for the discipline of all pupils in the school, on the playground, or at a school sponsored function
- Observe classroom work, and advise and counsel the teachers in their efforts to improve instruction
- Supervise the work of all of the school's staff
- Give leadership in planning and executing testing and research programs; the results to be reported to the Board and the parents
- Conduct a workshop prior to the school year for teachers so that they may be prepared for the coming school year
- Require the teachers to make available daily lesson plans on a weekly basis
- Supervise substitute teachers when they are needed, in addition to practice teachers
- Supervise all scheduling of teacher activities such as chapel schedules, devotions, and recess duty

**Responsible to:** Timothy Christian School Board

**Evaluation:** The Timothy Christian School Board will perform an annual evaluation of the Timothy Christian School's Administrator after receiving feedback from the teaching staff. At their discretion, the School Board may use surveys or seek input from other interested parties

**Type of Position:** Three-fifths to full time; performing administrative duties and possible part-time teaching responsibilities.

**Please send cover letter, resume, application, and references to:**

Timothy Christian School Board  
 18000 D Avenue, PO Box 70  
 Wellsburg, IA 50680

Email: [office@timothychristianschool.net](mailto:office@timothychristianschool.net)