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*"...to equip young men and women to impact their world for God's glory."*

## **Assistant Administrator Job Description**

### **General Description:**

The Administrator shall prayerfully lead all staff and students in a manner that brings glory to God. The Administrator will serve as the liaison between the school board and the staff as well as serving as the senior staff person representing the school in a positive way to the community.

**Term:** To be determined (typically is for 12 months, renewable annually).

**Qualifications:** The Administrator must be a Christian and someone who feels called by God for this profession. The Administrator shall have a Bachelor's Degree in Education, Business, or some other field beneficial to the management of a school. The Administrator shall stay up-to-date with ACSI certifications and trainings.

**Responsible to:** The School Board and Administrator.

**Supervises:** Teachers, Aides and Office Staff.

**Evaluation:** Assistant Administrator performances will be evaluated annually by the school board and administrator in accordance with the school policies, job contract and this job description.

### **General Functions**

The Administrator shall:

1. Be in complete agreement with the school's statement of faith.
2. Be a Christian role model in attitude, speech and actions toward others.
3. Be an active participant at a local, Bible teaching church that has a Statement of Faith that is consistent with the school's Statement of Faith.
4. Be an effective and understanding listener, and is honest and straightforward when dealing with staff, students, parents, volunteers and the school board.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be willing to make sound decisions and to organize and coordinate work effectively.
7. Be willing to seek counsel or assistance in areas where there is a need that would

interfere with any personal qualities.

8. Uphold the school's policies, procedures and statement of faith, as set forth by the school board, and to hold each child, family, volunteer, and staff member accountable.
9. Be willing and able to perform other duties that may be assigned by the school board.

Essential Functions:

The Administrator shall:

1. Evaluate curricula, teaching method, and programs to determine their effectiveness, efficiency, and utilization, and to ensure that the school complies with federal, state, and local regulations.
2. Collaborate with teachers to develop and maintain curriculum standards; develop mission statements, and set performance goals and objectives that are measurable.
3. Determine the scope of educational program offerings, and prepare drafts of course schedules and descriptions in order to estimate staffing and facility requirements.
4. Plan and develop instructional methods and content for educational, vocational, or student activity programs.
5. Confer with parents and staff to discuss educational activities, policies, and student behavioral or learning problems.
6. Set educational standards and goals and help establish policies and procedures to carry them out.
7. Use time optimally and efficiently by coordinating staff and delegating tasks where appropriate.

Board relationship functions:

The Administrator shall:

1. Understand the role of the board by showing support for as well as enacting board policy and decision, but is not a voting member.
2. Offer professional advice to the board, on items that require board action, with appropriate recommendations based on thorough study and analysis.
3. Keep the board and the administrator informed on issues, needs, and operation of the school.
4. Recognize his/her mistakes and take measures to correct them while defending principles and convictions in the face of pressure and partisan influence with love and in a God honoring way.

Physical requirements:

As part of the occupation the Administrator will frequently be required to sit, stand, walk, use a keyboard, talk on the phone, lift up to 20 pounds, and twist at the neck and waist. The Administrator needs vision equivalent to pass a driver's licensing test, and must be able to hear conversations at a conversation level in a mostly quiet environment. The Administrator may be required to drive and must hold a current driver's license. The work will mostly be indoors.