



Job Title:	Head of School	Job Category:	Administrative
Level/Salary Range:	Commensurate with education and experience	Position Type:	Full-time, 12 Month, Exempt Salaried
Applications Accepted By:			
Fax or E-mail: (301) 698-1583 or bamaya@newlifecs.org Subject Line: Head of School Position Attention: Brenda Amaya Application Deadline: October 25th, 2017		Mail: Brenda Amaya New Life Christian School 5909 Jefferson Pike Frederick, MD 21702	
Job Description			
<p>Role and Responsibilities</p> <p>New Life Christian School is looking for a Head of School for the 2017/18 school year. The Head of School is the chief executive of the school and in partnership with the Lead Pastor and Church Council of New Life Church, is responsible for the success of the school. The Head of School provides spiritual, educational, and administrative leadership to the school. It is this person's responsibility to inspire, lead, and direct all phases of the school's operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the church leadership. The Head of School reports to the Lead Pastor of New Life. It is expected that the Head of School will:</p>			
<p>Required Spiritual Qualities</p> <ul style="list-style-type: none"> • 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 (attached). • Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct. • Maintain high standards of ethics, honesty, and integrity in all personal and professional matters. • Actively participate in a local Bible-believing church and upon hire, become a member of New Life Church. 			
<p>Required Professional Qualities</p> <ul style="list-style-type: none"> • Hold a Bachelor's Degree from an accredited post-secondary institution. Master's degree is preferred. • Hold an ACSI certificate or willing to participate in a program to complete the requirements for certification in a specified time period. • Possess a minimum of three to five years prior leadership experience. • Demonstrate executive and management skills. • Demonstrate excellent communication and interpersonal skills and good judgment. • Have a deep understanding and empathy for the Christian school and the Christian school movement. 			



Essential Job Functions: Accountabilities

Academic Leadership

- Have knowledge of the school’s curriculum, standards and mission. Hold school administrative staff accountable for meeting the goals of school curriculum.
- Foster and oversee the overall excellence of the school environment in academics, athletics and the arts.

Administrative Leadership

- Possess the ability to build consensus and foster a culture of teamwork as well as the ability to motivate and unite faculty and staff to accomplish the mission of the school.
- Strategically through foresight and confidence, guide the ever-changing environment of education, technology and social pressures to achieve academic and spiritual excellence.
- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact and communicate effectively with them.
- Possess the ability to create, monitor, optimize and maintain a balanced budget.
- Provide oversight for development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.

Other Responsibilities

- Perform other duties as assigned by the Lead Pastor.

Reviewed By:	Pastor Abe Pfeifer	Date:	9/23/2017
Approved By:	Pastor Abe Pfeifer	Date:	9/23/2017
Last Updated By:	Bridget Stone	Date/Time:	9/23/2017 9:46am