



## **JOB DESCRIPTION**

**Position Title:** **Head of School, Northside Christian School**

Updated: December, 2024

Reports To: Executive Director, Northside Christian School (NCS)

## **POSITION SUMMARY**

The Head of School works collaboratively with the Executive Director, school board, the Elder board of Calvary Bible Church (CBC), and faculty members to ensure that vibrant, Christ-centered education exists at Northside Christian School. As the instructional leader, the Head of School promotes the success of all students by advocating, nurturing, and sustaining a school culture and instructional program conducive to pursuing Christ, student learning, and staff professional growth. The Head of School helps create a culture in which deep knowledge of Christ, instruction, and learning serves as the foundation for implementation of Northside Christian School's mission. The Head of School ensures that policies, regulations, procedures, scheduling, and extracurricular activities are taught in a learning environment in which Christian faith is integrated into all subject areas.

## **POSITION QUALIFICATIONS**

The Head of School shall:

- Be a mature Christian with a sound philosophy of Christ-centered education and a thorough understanding of educational leadership, educational theory, best practices, and curriculum content
- Be committed to the process of discipling students and faculty for Christ
- Be a strong proponent of Christian education
- Be an ambassador of Northside Christian School's mission in leading students *to learn Christ, love Christ, and live Christ in the realm of the Church.*
- Recognize, facilitate, and develop exemplary instructional practices that align with 21st century success skills such as critical thinking, collaboration, creativity and innovation, and digital/media literacy.
- Demonstrate ability to manage conflict through Christ-honoring decision-making and effective problem-solving
- Be highly visible within the school and seek opportunities to be available to faculty before, throughout, and after the school day.
- Demonstrate commitment to diversity within the school community.

- Have a proven record of effective leadership skills and excellent interpersonal skills.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Team Leadership – The Head of School shall assist in leading NCS faculty and support staff. This shall include, but not be limited to:
  - Recruiting, Selection and retention of faculty and staff in coordination with the Executive Director, NCS school board, and Elders of CBC
  - Supervision, evaluation, and instructional leadership of faculty and staff by Northside Christian School’s policies and procedures
  - Development and active promotion of professional learning consistent with the school’s Christ-centered mission and educational best practices
- Spiritual Leadership – Working with the Executive Director and the support of the elders of CBC, the Head of School shall establish and maintain a spiritual atmosphere conducive to discipleship. This shall include encouragement and support of, but is not limited to:
  - Regularly scheduled Bible study and prayer time for staff and students.
  - Consistent pursuit of people with a desire for them to know Christ.
  - Developing a team approach to ministry.
  - Informal, one-on-one, or small group interaction between students and faculty/staff members.
  - Developing servant leadership and service by students and faculty on campus and within the broader community.
  - Support and promotion of local church attendance and service by the entire NCS family.
- Academic Leadership – Working with the Executive Director and the NCS school board, the Head of School shall establish and maintain a vibrant curricular and extracurricular program rooted in educational best practices, engaging instructional practices, and effective utilization of physical and material resources. This shall include, but not be limited to:
  - Knowledge about and advocacy for research-based curriculum, instruction, and assessment
  - Knowledge of legal requirements for operating a school in Ohio
  - Encouragement of a professional climate of mutual trust and respect between faculty and administrative staff
  - Use of data to make educational and program decisions
  - Collaboration with faculty and school board members regarding issues affecting educational performance including curriculum selection, assessment of student performance, educational resources, and use of student data
  - Monitoring the qualification status of the school faculty.
  - Coordinating the annual school testing programs, helping to interpret test result data to staff and parents.

- o Evaluating employees using formal and informal evaluation, holding evaluation conferences for staff members.
- o Administering policy for classification, promotion, or retention of students in the school program.
- Administrative Leadership - Working with the Executive Director and the NCS school board, the Head of School shall establish and maintain a professional school program consistent with the mission of NCS. This shall include, but not be limited to:
  - o Helping to develop and strive to accomplish the annual objectives of NCS.
  - o Providing appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively.
  - o Providing for the appropriate delegation of responsibilities and authority within the school.
  - o Providing for the evaluation, orientation, and placement of all incoming families and students.
  - o Providing leadership in planning the annual school calendar, master schedule, and activities calendar.
  - o Maintaining strong relationships with other administrators in central Ohio.
  - o Promoting excellence in the care, condition, and use of the campus facilities
  - o Creating and implementing effective marketing and promotional strategies resulting in growth and retention of students and parents of like-minded faith.

## **REQUIREMENTS**

The Head of School shall possess or be actively pursuing a Master's Degree or higher in educational administration, curriculum, or a related field. The Head of School shall possess prior teaching experience, prior administrative experience, and possess or be actively pursuing proper state teaching and administrative credentials.

He or she should be a teachable and proven leader; a collaborator; a committed Christian educator who is an effective disciple-maker, trusted advocate, valued resource provider, and a knowledgeable support specialist; he or she should be a self-directed and highly-organized worker.

**To apply or learn more about this position, please email a copy of your resume (along with any other relevant documentation) to <https://tss.chat/615512>**