



School Administrator Job Description

Essential Job Functions

The School Administrator is the educational director, appointed by the school board, implements the vision/mission and operating policies of the school. The School Administrator shall inspire, lead, guide, and direct all members of the administrative, instructional, and support staff in setting and achieving the highest standard of excellence, so that each student enrolled in HCCA may be provided with an appropriate and effective Christian education aligning with the school's core values. The School Administrator is responsible for the day-to-day operations of HCCA.

Relationships

- Responsible and reports directly to the School Board.
- Works with teachers and support staff.

Qualifications

- Holds a current Colorado teaching certificate or School Administrator license, or eligible for a Colorado teaching certificate.
- Minimum three years teaching experience.
- Experience in curriculum mapping and development preferred.
- Publicly professes to be a believer in Jesus Christ, has a lifestyle that reflects maturity and intimacy with God, has a passion about Christian leadership, and leads in a godly manner.
- Is committed to the mission of achieving excellence by education for the students.
- Comfortable with people representing diverse backgrounds.
- Possesses a professional demeanor, while at the same time, develops close relationships with parents, staff, and community.
- Is an innovative practitioner of ways to invoke educational programs and administrative processes that engage parents and staff while fostering desired student outcomes.

Duties and Responsibilities

The School Administrator may delegate and empower these duties together with appropriate authority.

- Be knowledgeable of and adhere to school's mission, vision, and values.
- Be knowledgeable of and adhere to all school policies and procedures.
- Administer policies as set by the school board.
- Administer the budget as approved.
- Recruits teaching and personnel whose philosophies match those of the school.
- Implements a positive, reinforcing system for evaluating effective teaching, strengthening curriculum, and encouraging professional development.

- Conducts staff meetings using planned and written agendas.
- Evaluates curriculum and programs with other staff.
- Sets and conducts information & registration meetings.
- Conducts family interviews and approves student admissions and transfers in alignment with school admission policy and procedures.
- Keeps accurate student records and ensures staff are current with school requirements.
- Serves as Terra Nova Test administrator: scheduling, review testing guidelines with teachers and check for student needs/accommodations, submit tests for scoring, communicate scores with parents and staff.
- Aligns school with compliance for school membership agencies and certification and accreditation requirements.
- Ensures compliance with local, state, and federal agencies and guidelines.
- Maintains open and collaborative communication and relations with the local school district.
- Keeps the school board fully informed of critical needs as they affect educational and administrative and financial operations.