

LAKEVIEW CHRISTIAN

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155 West Central Entrance, Duluth, MN 55811 / www.lakeviewchristianacademy.com / 218-723-8844

Head Administrator Job Description

Introduction

Lakeview Christian Academy (LCA), a co-educational Pre-K 12th grade, non-denominational, Christian School in Duluth, MN, seeks candidates for the position of Head of School, effective June 17, 2019.

Salary and benefits commensurate with experience.

The Head of School shall be responsible for overall management of the school including the planning, directing, controlling and evaluation of all operations and functions to develop and maintain an excellent academic program based on Christian values and principles. Activities also include directing projects aimed at building greater public understanding, acceptance, and increased philanthropic support of the school.

The Head of School must be a person who lives a life committed to Jesus Christ, and who will subscribe to the Statement of Faith of LCA. Qualified candidates must possess strong oral and written communication skills. He or she will be a proactive leader, who demonstrates continuous improvement in all aspects of a Christian school, including spiritual leadership and advocacy, budgeting and finance, student recruitment and enrollment growth, and comprehensive offerings for student curriculum and instruction.

General Description

Responsible for overall management of the school including the planning, directing, controlling and evaluation of all operations and functions to develop and maintain an excellent academic program based on Christian values and principles. Activities also include directing projects aimed at building greater public understanding, acceptance, and increased philanthropic support of the school.

Specific Duties

- Develop and maintain financial systems for budgeting, cash flow analysis, tuition rate setting and reporting that are consistent with standard accounting procedures applicable to Christian schools and that are in compliance with regulatory requirements.
- Develop and maintain an annual budgeting process that involves all staff and board members. Establish a system for capital budgeting, including the purchase of equipment, building replacement and repair.
- Develop and maintain marketing and public relations programs for the purpose of student recruitment.

- Oversee the fundraising and development programs to meet the needs identified by planning and budgeting processes.
- Direct the business office function, including oversight of accounts payable, accounts receivable, financial statements, and annual audits.
- Direct the Tuition Assistance program and process requests according to school policy.
- Direct the continuous quality improvement of education systems, including curriculum development and staff education. In addition to academic goals, programming will include an emphasis on personal Christian development for students and staff.
- Maintain standards necessary to qualify for and maintain school accreditation through MNSAA.
- Remain informed about and communicate appropriately trends, legislation and public opinion that impact school operations and viability.
- Attend professional meetings as are necessary and important to the continued professional growth, and for the improvement of the organization and administration of the school.
- Direct the annual performance review of all staff.
- Develop and maintain programs for recruitment of qualified teaching staff.
- Develop personnel, student and athletic policies and procedures.
- Direct the process of creating staff contracts with budgetary support.
- Ensure all staff attain to the standards set forth in the Living Curriculum.
- Develop teacher/student/parent programs for regular communication regarding school and student issues, including individual student progress.
- Serve as the final reviewing authority for the Board of Directors regarding employment, promotion and dismissal of all staff.
- Develop systems for staff and student record keeping that comply with current legal and accreditation requirements.
- Direct procedures for processing teacher/student/parent grievances and complaints, and the process for on-going student/parent evaluation of school performance.
- Direct student and classroom scheduling in response to enrollment.
- Recommend and assist with the development of school policy for board review and approval.
- Develop and direct annual and long-range planning activities that involve key constituent groups.
- Develop and maintain an annual calendar for operations.
- Submit required reports to the Board of Directors.
- Attend all required meetings of the Board of Directors.
- Perform other duties as assigned by the Board of Directors.

All employment questions and requests for an application should be directed to Steve Nicholas at Steven.Nicholas@essentiahealth.org