

Sunnyside Christian School

Head of School Job Description

BASIC DUTIES AND RESPONSIBILITIES

RESPONSIBILITY SUMMARY: The Head of School is responsible for the mission and vision of Sunnyside Christian School. The Head of School is the chief executive officer, responsible for all aspects of instruction, personnel, operations, and public relations. This work includes working directly with the school board and the immediate work of leading the process for merging the two schools. The Head of School will lead, equip, and inspire a team of people who have the talents to operate the school in line with the mission.

CONTRACT: Salaried, contracted employee - 12 month

REPORTS TO: School Board

QUALIFICATIONS:

- M.A., M.S., or MEd in Educational Leadership preferred or in pursuit of receiving.
- Experience in Christian Education preferred.
- Washington administrative licensure required or in the pursuit of obtaining.
- In agreement with Sunnyside Christian School (SCS)
- Active member/regular attendee of a Reformed church.
- A servant-leader whose conduct exemplifies Biblical principles, personal integrity, and professionalism.

PROFESSIONAL PROFILE:

- Demonstrate and lead from a deep understanding of Christian education in the Reformed tradition.
- Demonstrate skills in collaboration, research, and innovation.
- Demonstrate a love of learning and serving others.
- Ability to effectively work and communicate with students, parents, school supporters, faculty, and staff.
- Ability to effectively lead students, parents, school supporters, faculty, and staff.
- Understand, articulate, and fulfill teaching, learning, and leading from a Reformed perspective.
- Strong written and verbal communicator.
- A servant-leader whose conduct exemplifies Biblical principles, personal integrity and professionalism.
- An unwavering commitment to the vision and mission of Sunnyside Christian School.

KEY TASKS:

Spiritual Leadership

1. Display the characteristics of a spiritually mature Christian with Christ-centered servant leadership.
2. Winsomely articulate a Reformed worldview to students, faculty, staff, parents and the community.
3. Shepherd the spiritual growth of faculty and staff members.
4. Possess a deep commitment and passion for Christian education.

Administrative Leadership

5. Serve as the Chief Executive Officer of the school, reporting directly to the School Board and working closely with Board Presidents.
6. Lead the Joint Administrative Leadership Team
7. Attend board meetings and attend standing committee meetings as needed.
8. Build a vibrant, trusting, and healthy organizational culture; help make SCS an even better place to work by recruiting, developing, supporting and retaining, exceptional teachers and administrators aligned with the Reformed worldview.
9. Appraise and evaluate the work of employees as stated in the evaluation schedule, keeping accurate records of this process.
10. Serve as an advisor to the School Board on vision and policy issues, and implement duties as assigned by the Board.
11. Be responsible for the development of administrative principles and procedures for implementing the Board of Trustees' policies.
12. Oversee a cycle and review of updates to all policies of the Board of Trustees.
13. Serve as an ex-officio member of all the Board of Trustees' committees.

Operational Leadership

14. Operate the schools within the adopted budget.
15. Administer and monitor the operating budget of the school in such a way that there is prompt receipt of income and payment of bills, proper reporting to committees, and good communication with the Board regarding financial opportunities, problems, or concerns.
16. Supervise the physical operation, maintenance, and scheduled replacement of all properties and fixed assets.
17. Lead annual and five-year projected budgets for board approval.
18. Supervise all business office operations.
19. Supervise the admission of new students in accordance with the Board of Trustees' policies.
20. Be responsible for all joint correspondence and publications and integrated communication plans between the elementary school and high school.
21. The Head of School would lead our effort in sharing the stories of Sunnyside Christian School with the community using strong writing and leadership skills in addition to being capable of using all the technological platforms and media needed to communicate the story effectively. The Head of School is responsible for all communications forums of Sunnyside Christian School.
22. Foster, develop and maintain relationships with SCS alumni.

Strategic Leadership

23. Lay the groundwork for and oversee increased development activities aimed at expanding the present constituency and/or fundraising programs.
24. Assist the School Board in designing, cultivating, and progressing a long-term vision for the School, and implement duties as assigned by the Board.
25. Establish annual goals with input from the School Board Executive Committee.
26. Lay the groundwork for increased development activities and lead for sustainability of strategic enrollment, marketing, advancement, and other key aspects of school governance and operations.
27. Seek to expand and innovate, exhibiting the characteristics of a growth-oriented leader focused on growing enrollment while keeping Sunnyside Christian School accessible to families throughout the local communities.
28. Foster and maintain good relationships between Sunnyside Christian School and the organizations and individuals it comes into contact with. Example: Christian Schools International (CSI), SCS Boosters, Christian colleges, local churches, the local business community, etc.
29. Seek opportunities to represent the school in Sunnyside and the surrounding communities.
30. Attend board meeting of support organizations to offer support, guidance, and gratitude. (SCS Endowment, SCSThrift Shop, Sunnyside Christian Child Care)

Instructional Leadership

31. Oversee the duties and responsibilities of instruction of the Joint Administrative Leadership Team.
32. Encourage and plan for the professional growth of faculty and staff members, for the distinctiveness of the Christian school, improved instruction, student needs, collegial efforts, and community relationships.
33. Appraise and evaluate the work of employees as stated in the evaluation schedule, keeping accurate records.
34. With the faculty and leadership team, develop and implement the stated curriculum for all grades, maintaining an updated P-12 curricular scope and sequence.
35. Oversee students' issues of academic, social, spiritual, and disciplinary natures.
36. Appraise the effectiveness of all courses, instructional materials, and physical facilities.
37. Work with the board and faculty continuously to align every aspect of the school with a biblical worldview and philosophy to maximize student spiritual formation.

Fund Raising

38. Develop and execute a strategic development plan with objectives, goals, methods, and a reasonable timeline to achieve fundraising goals for the annual fall drive, tuition assistance, capital improvements, grant solicitation and other needs as they arise.
39. Make personal fundraising calls and have face-to-face meetings with at least the school's top 10 annual donors annually.
40. Direct the donor cycle including identification, engagement, evaluation, solicitation, recognition, and stewardship of donors and prospects.
41. Serve as a lead resource for all capital campaign planning and execution activities as they arise including membership on committees as needed.
42. Sustain the ongoing fundraising efforts by nurturing relationships with the school's supporters and managing donor correspondence.
43. Maintain an accurate database of all gift activity including an effective acknowledgment system.
44. Work with the Board, staff, committees and consultants as needed to accomplish specialized tasks such as banquets, briefings, capital drives, brochure development, and marketing strategy.
45. Review all fundraising requests and activity for the school prior to implementation.