

Watertown Christian School

Administrator

Work closely with the School Board and Business Manager to provide an excellent learning atmosphere through Christian example, organization, discipline, leadership, and encouragement for staff and students.

Qualifications:

- Has received Jesus Christ as his/her personal Savior. Believes that the Bible is God's Word and standard for faith and daily living and is a member in good standing of a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Is a Christian role model—both inside and outside the school—in attitude, speech, and actions towards others, including being committed to God's Biblical standards for sexual conduct in Luke 6:40 and maintaining a personal appearance that is a Christian role model in cleanliness, modesty, good taste, and in agreement with school policy.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Possesses spiritual maturity, academic ability, and personal leadership qualities to 'train up a child in the way he should go' (Proverbs 22.6). Recognizes the role of parents as primarily responsible before God for their children's education and is prepared to assist them in that task.
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality. Meets everyday stress with emotional stability, objectivity, and optimism.
- Has a Master's Degree in Educational Administration. Holds Administrative Certification, or can obtain it, from the state of South Dakota.
- Possesses commitment, vision, and energy to direct the school's academic and spiritual affairs, with the willingness to gain skill and knowledge as needed. Willing to be a partner in the administration and leadership of the school and its interests, placing his/her administrative ministry ahead of other jobs or volunteer activities.
- Respectfully submissive and loyal to constituted authority.
- Exhibits effective communication and public relations skills, using acceptable English in written and oral communication and speaking with clear articulation.
- Able to work sensitively and to maintain confidentiality in areas, as required, with individuals and groups both inside and outside of the school entities.
- Capable of organizing and performing duties in a timely and efficient manner with minimal supervision, both independently and collaboratively.
- Detail-oriented and able to multi-task and work in an environment with frequently changing priorities.
- Able to anticipate and respond to the needs and interests of the school and make an effort to appreciate and understand the uniqueness of a Christian school.

Responsibilities:

Spiritual and Academic Leadership:

- Be the spiritual leader, as well as education leader, of the school.
- Reflect the purpose of the school, which is to honor Christ in every activity.
- Direct the daily operation of the school and coordinate activities and schedules through supervision of teachers and other school staff members as assigned/directed by the Board, setting the tone for a quality educational program. Areas include but are not limited to:
 - Oversee staff personnel affairs, including securing staff (teachers, aids, educational volunteers, gap care/summer programs, substitute teachers), developing contracts, answering questions related to salaries and benefits, recommending continuance, and conducting exit interviews, dismissal, or discipline of staff.
 - Work closely with the Business Manager to obtain input from their expertise area that affects staff personnel affairs and to provide long-range planning, including development of a yearly calendar with special events, vacation dates, and parent/teacher conferences.
 - Establish clear lines of authority, assign personnel, and develop job descriptions for staff supervising.
 - Initiate and execute procedures for dealing with issues of an emergency nature.
 - Develop, oversee, update, and disseminate school policy manuals for staff, parents, and students, including the annual Parent/Student Handbook.
 - Approve all field trips and off-campus service ministries. Supervise extracurricular activities, organizations and outings, as assigned.
 - Handle all major discipline problems, including suspension/expulsion.
 - Consult with parents, as requested, for problem resolution and provide leadership in parent education and parent/prayer activities.
 - Coordinate substitute teachers or act as a substitute teacher, as necessary.
 - Evaluate current teachers and prepare and submit teachers' contracts, as necessary.
 - Advise staff of ACSI conferences and arrange transportation and lodging.
 - Communicate weather-related and school closure information to parents/local media (TV/Radio).
 - Collaborate with teachers to improve instruction and update/select curriculum, as needed, including oversight of all-campus standardized testing.
 - Provide leadership in maintaining accreditation.
 - Plan and participate in scheduled devotionals, in-services (including coordination of CEU teacher-training opportunities), retreats, committees, faculty, and Parent Teacher Fellowship meetings, including attending the annual ACSI convention and annual Administrator conventions.
 - Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and school board members.
- Develop channels of communication for relationship-building between teaching staff, students and parents.
- Establish and implement procedures for the admission of students.
- Interview and enroll each new family, including making the final in-school decision on admission or non-admission of students.

- Utilize educational opportunities and evaluation processes for professional growth.

Board Relationship and Board Development:

- Cooperate with the Board and carry out all policies, procedures, and directives governing the operation of the school. The primary contact shall be the President of the Board, with secondary contacts being the remaining Executive Committee members of the Board.
- Facilitate the work of the Board and administration by the submission of requested reports, documents, suggest policies, etc. for the operation of the school.
- Attend all school board meetings.
- Execute all mandates of the Board and perform all other duties assigned by the Board, assuring the successful operation of the school.
- Inform the Board in a timely manner if unable to fulfill any assigned duty.

Fiscal and Operational Management:

- Work closely with the Business Manager to monitor and review the annual budget to current expenditures.
- Work closely with the Business Manager with regards to contracts to agencies or persons outside of the school, purchase orders, bills, and past-due collections, to ensure the fiscal stability of the school.
- Work with the Board to determine and establish long- and short-range plans for properly and safely meeting the building and equipment needs of the staff and students, to carry on the mission of the school.

Financial Development and Public Relations:

- Recognize the need for good public relations. Represent the school in a favorable, Christ-like and professional manner to the school's constituency and the general community.
- Develop publications, including brochures, media releases, weekly newsletters, etc., as necessary.
- Establish and foster relationships with churches, civil authorities, donors, and the general community, to facilitate good public relations and further recruitment and financial development efforts.