



GRACE CHRISTIAN ACADEMY

Job Posting for Head of School at Grace Christian Academy

Description

About Grace Christian Academy:

Grace Christian Academy (GCA), established in 2018, is a non-denominational Christian School in Haw River, North Carolina. GCA, as a ministry of The Lamb's Chapel Church, is a growing school that serves approximately 400 preschool through 11th grade students. Our vision is to reach, raise, and release undeniable followers of Christ as we assist Christian parents in fulfilling their God-given mandate to train up their children in the nurture and admonition of the Lord. We are in the ACSI accreditation process and expect full accreditation in 2025.

Job Summary:

The Head of School is the chief school administrator responsible to the Executive Pastor of The Lambs Chapel and the Grace Christian Academy School Board for the oversight of all Grace Christian Academy spiritual, relational, instructional, and operational leadership and ensuring that the school operates according to the by-laws, policies and philosophy formulated by the School Board and approved by the Elder Board of Church.

Qualifications:

- A mature Christian who meets the biblical qualifications for leadership.
- Agrees wholeheartedly with GCA's Statement of Faith (available on our website).
- Minimum of 5 years experience as a school administrator.
- Graduate degree in education or a related field.
- Ability to work with people, build teams and delegate responsibility.
- Excellent written and oral communication skills.
- Endorse and support the constitution and by-laws of The Lamb's Chapel.
- Be an active member at The Lamb's Chapel.

Primary Responsibilities:

Spiritual Leadership

- Actively practices and exhibits principles of the Christian faith, including personal discipleship and accountability, and seeks to model these principles in speech, actions, and attitude.
- In a consistent daily walk with Jesus Christ and as such sets an example of the importance of spiritual discipline and encourages students in the importance of a personal relationship with Jesus Christ and growth in their faith.
- Develops and maintains a school which is thoroughly Christian. Gives consideration to implementing the school's vision, mission and core values in every area of education.
- Recognizes the role of parents as having the primary responsibility before God for the discipleship of their children and is prepared to assist them in this responsibility.

Relational Leadership

- Is warm, easy to approach, and puts others at ease.
- Communicates in a compelling and articulate manner, adapting communication content and style to different audiences and venues.
- Builds energy and momentum about the potential of programs and ideas by nurturing people's excitement; inspiring and effectively persuading them to take action.
- Builds constructive and effective relationships with parents, students, and faculty/ staff, including validation of concerns and appropriate responses.
- Uses diplomacy, tact and self-restraint to navigate and diffuse tense situations.
- Willing to make and stand by controversial decisions that support the mission of the school as well as communicate understanding of the rationale for decisions.
- Fosters spiritual growth, unity, professionalism, and ethical conduct in the staff/ faculty.
- Consistently portrays herself/ himself in a professional manner.

Instructional Leadership

- Promotes the academic and ethical standards of the school.

- Leads in recruiting and hiring quality, mission-appropriate faculty and staff.
- Encourages and provides for appropriate spiritual and professional development of the faculty by consistently evaluating needs.
- Supervises the selection of curricula, class schedules, assessments, graduation requirements, and all aspects of the school's academic program.
- Optimizes the physical learning environment and technology in all instructional areas.
- Ensures the school maintains accreditation through ACSI.
- Oversees the admissions, education, and administrative programs of Grace Christian Academy.
- Responsible for meeting federal, state, and local requirements for a North Carolina Christian School.
- Responsible for ensuring the expected student outcomes are addressed and the developed educational programs are implemented to fulfill expected school-wide learning results (ESLRs).
- Responsible for keeping abreast of major current educational trends in general and Christian education in particular.
- Responsible for evaluation and feedback of classroom instruction
- Provide and/or present professional development for staff that encourage professional growth of the school staff and enhances the quality of the instructional programs on campus
- Responsible for ensuring that the school has a strategic plan that is developed, implemented, and reviewed annually.
- Ensures that the Word of God is taught as truth and integrated into the learning experience.

Operational Leadership

Personnel

- Partners with the school board on all aspects of employment and performance of school administrators.
- Oversees all aspects of employment and performance for all teachers, aids and support personnel for school.
- Reports to the Executive Pastor of The Lambs Chapel for day-to-day operations and meets with him/her weekly.

Finances

- Evaluates the financial condition of Grace Christian Academy on an ongoing basis meeting with the Church Business Administrator monthly to review financial reports.

- Oversees the day-to-day operational expenditures.
- Is a good steward of the resources provided and maintains accurate financial reports

Facilities

- Ensures that to the best of his/her ability, Grace Christian Academy provides a safe educational environment, meeting all reasonable security guidelines.
- Oversees the care and maintenance of the school facilities.
- Follows established church scheduling and maintenance procedures.
- Utilizes the budgeting process and procedures for major maintenance and upgrades to the facility.

School Culture

- Intentional about building appropriate relationships with students and families.
- Fosters a restorative and redemptive approach toward student discipline and standard of conduct.
- Leads in recruiting and enrolling qualified students.
- Promotes student leadership and character development.
- Encourages a healthy student culture in and out of school.
- Responsible for effectively communicating the school's mission to the school community and the community at large.

Board Accountability

- Keeps the board informed of all matters relating to the school through updates and reports at board meetings and immediate communication following major happenings
- Partners with the Church Business Administrator to develop and submit the annual school budget for approval and presentation to the School and Elder Boards.
- Makes recommendations to the board regarding personnel policies.
- Seeks direction from the board on new initiatives.
- Jointly with the board, sets annual goals for job performance.

Contact Information:

Interested candidates should submit the following materials to schoolboard@thelambschapel.org:

- Cover letter expressing interest in the Head of School position
- Current resume, including references

Working Conditions:

Physical Demands - Work is considered light physical work requiring the exertion of up to 20 pounds of force. Substantial amount of time spent standing and/or walking.

Work Environment - Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with Grace Academy staff, students and the public.

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*