

CENTRAL CHRISTIAN SCHOOL

Job description School Administration Superintendent

Title: Superintendent

Supervised by: Chair of the Board of Trustees

Directly Supervises: Leadership Team and Faculty

Classification: Full-Time, 12 months

Term of contract: July 1 - June 30, renewed every 3 years

A Superintendent will be appointed by the Board of Trustees. The Superintendent is the chief administrator and is directly responsible to the Board of Trustees for the administration and operation of the school.

Qualifications and competencies:

- Clear commitment to faith in Jesus Christ.
- Ability to engage with a wide range of audiences, acting as a bridge builder
- Grounding in Anabaptist Christian faith and practice
- Demonstrated excellence in leadership at different organizational levels
- Well-developed philosophy of leadership, communication, and collaboration.
- Demonstrated effective fundraising and development experience
- Ability to foster healthy relationships within community
- Evidence of personal and emotional maturity, with personal principles of integrity, honesty and teachability.

Education & Experience:

- Master's degree from an accredited institution is preferred. Coursework should include administration, supervision, and secondary curriculum.
- Minimum of five years' experience in teaching, administration, or supervision. Participation in an administrative internship program and/or successful experience as principal is desirable.
- Other appropriate combinations of education and experience may be accepted.

Position Overview:

The Superintendent is responsible for the entire program of the school.

- Provides oversight for an educational program that flows from the mission, vision, and values as expressed in the foundational documents.

- Operates and administers school and personnel policies.
- Supervise the leadership team and faculty.
- Serve as the liaison between the Board, administration, faculty, staff, parents, corporation, alumni, donors, and churches.
- Delegates responsibilities to ensure shared ownership of the school's success.
- Gives leadership to development and fundraising efforts for the school
- Actively participates with and oversees the development and administration of budgets; managing the school in a fiscally responsible way

The Superintendent is responsible for collaborating with constituency groups such as:

- Local churches
- Donors
- Alumni
- Local community
- Parents
- Mennonite Schools Council (MSC)

Knowledge and skills:

- Broad knowledge of education and the issues facing K-12 education
- Understanding of accreditation and the legal requirements necessary to maintain high quality programs in the context of local, state, and federal regulations
- Knowledge of budgeting and financing of school programs
- Proficient understanding of organizational dynamics and evaluative techniques
- Willingness to formulate and adopt new educational and organizational paradigms
- Ability to inspire and motivate people to work collaboratively
- Ability to communicate clearly and effectively in written and oral forms.
- Supports long-range planning; initiates implementation of strategic plans
- Collects and analyzes data to inform decisions
- Pursues professional development to remain current
- Maintains effective communication with the Board of Trustees

Terms of Employment:

- Three-year contract with annual reviews by the Board of Trustees.
- Vacation 4 weeks per year.
- Salary and benefits reviewed and established annually.