



WEST VALLEY CHRISTIAN SCHOOL

Job Title:	Head of School	Job Category:	Exempt
Department:	Administrative	Job Pay Type:	Salary + Benefits
Campus:	All	Position Type:	Full Time
Reports To:	Board of Directors for West Valley Christian School	Expected Hours Per Week:	40+ hours

West Valley Christian School Mission Statement

West Valley Christian School equips students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community.

Job Summary

Under the direction of the WVCS Board of Directors, the Head of School (HOS) serves as the chief executive officer, providing leadership and vision in establishing and implementing the school's mission, vision, goals, and strategic plan. The HOS is responsible for furthering the mission of equipping students for life by providing Academic excellence, a Biblical foundation, and a Christ-centered community. The Head of School strives to position WVCS as a leader in Christ-centered education by personally modeling and fostering a culture that honors Christ, pursues excellence, builds community, and transforms culture.

Role and Responsibilities

Spiritual and Mission Leadership

- Ensure WVCS remains committed to its Christ-centered mission and vision, guiding all decisions accordingly.
- Build a strong Christian community in the West Valley by engaging families and churches through communication, school representation, and service projects.
- Maintain positive relationships with local churches.
- Lead WVCS within the community as an ambassador for its mission, serving as the primary external liaison.

Governance and Strategic Leadership

- Partner with the WVCS Board of Directors to develop and execute strategic planning processes.
- Provide leadership and management consistent with the letter and intent of Board policies.
- Keep the Board informed of significant issues, risks, and opportunities, communicating through the Board President.
- Participate in Board meetings by assisting with agenda development, preparing materials and analyses, and making informed recommendations.
- Ensure compliance with all accreditation standards and school policies.

Academic and Program Leadership

- Oversee and implement systems to evaluate and improve student performance, faculty effectiveness, facility quality, and school programs.
- Work with Principals and curriculum staff to review and revise curriculum guides and courses of study as needed.



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- Stay informed on educational trends and best practices, integrating relevant insights into the school's development.
- Develop and implement professional development programs to nurture academic and spiritual growth among staff.
- Affirm admissions policies consistent with Board direction and faculty capabilities.

Faculty and Staff Leadership

- Attract, hire, develop, and retain exceptional Christian educators and staff.
- Provide leadership in staff hiring decisions.
- Directly supervise organizational chart direct reports and oversee total staff operations.
- Provide feedback, counsel, and professional evaluation of key subordinates.
- Recommend and administer equitable staff compensation packages aligned with comparable programs.
- Cultivate a culture of unity, care, and clear communication among all stakeholders.

Financial and Operational Management

- Manage school finances with integrity, including budget development, long-term financial sustainability, and financial reporting (in partnership with the WVCS Finance Committee).
- Grow WVCS through effective use of finances, partnerships, and programs.
- Collaborate with advancement and operations personnel to monitor and project student enrollment levels.
- Make recommendations for new facilities or additions and supervise construction and property acquisition.
- Develop and implement crisis management and emergency preparedness plans.

Community and Donor Relations

- Communicate effectively with students, parents, staff, alumni, and donors, fostering collaboration and trust.
- Maintain strong relationships with donors and partners to support the school's financial well-being.
- Build and grow relationships with current and future donors.
- Promote good public relations between the school and the community.
- Solidify WVCS as the local school and employer of choice.

Engagement and School Presence

- Attend school events as needed, including staff meetings, administrative meetings, school functions, conferences, weekly chapels, athletic events, fine arts performances, and academic events.
- Stay attuned to the needs and perspectives of students, parents, staff, Board members, and donors.

General Responsibilities

- Safeguard confidentiality and privileged information.
- Adhere to WVCS policies, procedures, and codes.
- Perform other related duties as assigned.



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Education, Qualifications, Skills, and Experience

Education and Qualifications

- Master's Degree or higher in Business, Education, or a related field.
- Experience as a school administrator, preferably at a top administrative level (Head of School, Superintendent, Assistant Superintendent, or equivalent).
- Classroom teaching and/or administrative experience preferred.
- Recognized leadership in strategic planning, organizational growth, and tactical execution.
- Knowledge of legal matters and risks pertinent to a Christian school.
- Experienced in developing and managing multi-million dollar budgets and programs.
- Must have and maintain a valid Level One IVP fingerprint card.
- Must have and maintain a valid Arizona driver's license.
- Obtain and maintain CPR/First Aid certification.

Christian Commitment and Leadership

- A strong, committed Christian living out their faith according to a Biblical worldview, who aligns with WVCS's mission and Statement of Faith.
- Must have a personal relationship with Jesus Christ, a consistent testimony among others.
- Faithfully attend and financially support a local church whose beliefs align with West Valley Christian School's Statement of Faith.
- A humble servant leader of impeccable character with a passion for Christ and His Kingdom.

Leadership and Management Skills

- Ability to articulate vision and build partnerships with stakeholders.
- Strong leadership in decision-making, motivation, and execution of long- and short-term goals.
- Courage to make difficult and/or unpopular decisions when needed.
- Skilled in setting and achieving strategic objectives.
- Ability to establish and maintain effective relationships with vendors, businesses, accrediting agencies, and other external partners.

Interpersonal and Communication Skills

- Strong interpersonal skills and emotional intelligence; approachable, trustworthy, and collaborative.
- Highly effective verbal and written communication skills.
- Must have excellent interpersonal and customer service skills.
- Ability to tactfully engage with various stakeholders, including the Board, parents, donors, staff, vendors, and the broader community.
- An enthusiastic work ethic that inspires teachers, students, parents, alumni, and donors.

Operational and Technical Skills

- Proficient with Microsoft Office Suite or related software.
- Ability to multitask while maintaining strong organizational skills.
- Ability to exercise initiative and sound judgment, reacting with discretion under varying conditions.

Preferred Skills

- Flexibility, organization, decision-making, and problem-solving skills.
- Interpersonal skills with diverse populations in-person and on the telephone.
- Ability to meet deadlines and work on multiple projects.
- Ability to coordinate the work of others.
- Proficient with the latest software.



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- Ability to place responsibilities in priority order.
- Proficient with word processing, databases, and spreadsheet software.
- Ability to assess organizational strengths and weaknesses and administer policies accordingly.
- Ability to develop and maintain collaborative decision-making and appropriate authority delegation.
- Experience in communicating and negotiating with diverse groups.

Physical Requirements

- Use a computer (visual and keyboarding) for long periods.
- Able to remain stationary (sitting or standing) 50% of the time.
- Occasionally lift up to 25 pounds.
- At times requires stooping, bending, turning, pushing, pulling, reaching and climbing stairs (2-story).
- Use hands, fingers, and arms to reach, grip, and maneuver objects.
- Must be able to respond quickly to sounds (fire/security alarms).
- Work in noisy and crowded school environments.
- Able to work a flexible schedule, including weekends and evenings when needed.
- Frequent walking throughout the campus.
- Must be able to travel in-state, between vendors, and to related events.

Background Check Statement:

WVCS conducts pre-employment screening for all positions, which includes a criminal background check and verification of work history, academic credentials, licenses, and certifications.

PLEASE NOTE: Subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate against applicants or students based on race, color, and national or ethnic origin in its admissions or the administration of its education policies, programs, or activities. In addition, subject to the Constitution of the United States and all applicable state and federal laws, West Valley Christian School does not discriminate in its employment practices. West Valley Christian School is a Christian education institution and, in compliance with Title VII of the Civil Rights Act of 1964, reserves the right to give preference in employment based upon religion. We desire to build an employee community of individuals living out their Christian faith who agree with our Statement of Faith, beliefs, philosophy, and qualifications.



West Valley Christian School | Statement of Faith

- I believe the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (*2 Timothy 3:16, 2 Peter 1:20*).
- I believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit (*1 John 5:7, Matthew 28:19*).
- I believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (*Philippians 2:6-11; Luke 1:36-38; 1 Peter 3:18; Hebrews 2:9; Acts 2:23-24; Hebrews 8:1; Matthew 26:64; Hebrews 10:37; Luke 21:27*).
- I believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (*Romans 5:12-19; 1 John 3:5-8; Titus 3:5*).
- I believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*John 16:8-10; 1 Corinthians 3:16, 6:19; Romans 8:4-8*).
- I believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life, and the lost unto the resurrection of damnation (*John 5:28-29; Matthew 25:46; 1 Thessalonians 4:17; Revelation 20:11-15, 21:8, 22:11*).
- I believe in the spiritual unity of believers in our Lord Jesus Christ (*1 Corinthians 12:12-27*).
- I believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*). We believe that rejection of one's biological sex is a rejection of the image of God within that person.
- I believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (*Genesis 2:18-25*). We believe that the institution of marriage is established in scripture as an ordinance that points the world to the relationship God desires for His church (*Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2-9, Isaiah 54:5*).
- I believe that in order to preserve the function and integrity of West Valley Christian School as an extension of the Body of Christ, and to provide a biblical role model to the community, it is imperative that all persons employed by West Valley Christian School in any capacity agree to and abide by all points put forward within this statement of faith (*Matthew 5:16, Philippians 2:14-16, 1 Thessalonians 5:22*).

