



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

The Head of Schools/Superintendent is responsible for the management and day-to-day operations of the school. The Head of School reports to the Board of Directors (the "Board"). The Head of School serves as chief executive of the school and has the authority to carry out his or her responsibilities, in accordance with the direction and policies established by the Board. In partnership with the Board, the Head of School is responsible for the success of the school. He/she provides direction for developing the organization's Christian-focused vision, mission, and strategy; provides leadership for establishing and implementing its annual goals and objectives; and, enables the Board to fulfill its legal, financial, moral, and spiritual responsibilities. 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 Leadership

- Exhibits Christian maturity that is both consistent and growing
- Maintains an approachable and humble manner with staff to resolve any issues
- Encourages faculty and staff to grow spiritually by example
- Leads faculty and staff in growing spiritually through ongoing Bible study
- Actively reconciles conflict when it arises using biblical methods
- Exhibits the fruit of the spirit

Leadership

- Exhibits strong leadership skills
- Develops effective strategies in conjunction with the board and staff
- Is respected by staff Is committed to and reinforces
- West Valley Christians commitment to quality in all we do
- Is a strong and persuasive proponent for Christian education

Faculty Responsibilities

- Organizes and executes a plan for staff evaluations and improvements
- Delegates responsibility where necessary
- Keeps staff informed of all relevant policies, procedures, and events



WEST VALLEY CHRISTIAN SCHOOL

- Makes continuing diligent efforts to develop and maintain positive, biblical relations with staff thereby maintaining good staff morale
- Oversees non-instructional staff
- Keeps the board abreast about retention, discipline, and dismissal of all staff

Instructional Leadership

- Maintains up-to-date knowledge and practices of Christian Education
- Works closely with staff to improve curriculum
- Stays up to date on the political and educational issues that affect the school
- Encourages growth of the faculty through in-service, workshops, and class visitations
- Conducts effective faculty meetings
- Oversees discipline policy administration
- Organizes annual standardized testing
- Seeks professional and personnel development

Organization & Management

- Supervises the day-to-day operations of the school
- Ensures procedures and protocols are followed to ensure campus and health safety
- Monitors the needs of the school program and solves problems promptly
- Is informed of and promotes the various programs for the school which are organized by staff
- Organizes or delegates the fundraising duties for parents
- Oversees the management of book and supply inventory for all students and staff
- Manages equipment and orders repair and replacement when necessary
- Prepares the yearly school calendar for board approval

Finance

- Works within the parameters of the adopted budget for the year
- Ensures accurate record keeping
- Prepares the annual budget for the Board with assistance of the financial officer
- Is informed of legal issues or concerns with tuition collection and informs the Board
- Submits monthly financial reports for the Board to review
- Safeguards all monies, including credit cards, cash and checks, at the school

Public Relations/Development

- Recruits and manages enrollment of new students
- Executes the re-enrollment policy in place during determined timeline
- Builds and maintains a positive image for the school within the school and community at large (This includes, but is not limited to, community interactions and social media resources)
- Oversees the delegation of parent and student interviews of prospective students
- Fosters and maintains proper relations with local churches and pastors
- Maintains proper relations with other Christian schools, universities, businesses, and local public schools
- Maintains and communicates the vision for Christian education
- Plans and executes the oversight of all fundraising

Parent Constituency

- Keeps parents informed of the relevant issues and programs in their school
- Actively supports the biblical role of parents in the education of their children
- Encourages parent participation in the classroom and all school activities
- Represents the school at all parent and school functions, sporting events, etc.



WEST VALLEY CHRISTIAN SCHOOL

- Is available to meet with parents and other interested people

Student Relations

- Exhibits Godly, appropriate character toward the students
- Disciplines students as necessary
- Maintains biblical, responsible relationships with students

Board Relations

- Supports Board policy and decisions
- Proposes effectual policies and changes
- Keeps Board informed of relevant issues
- Provides board with information for recommended hiring of qualified staff
- Acts as an effective liaison between the Board and staff
- Compiles Board package and delivers to Board members before Board meetings for review/consent agenda

Facility and Transportation Management

- Oversees maintenance, cleaning and security of the school building and campus or hires/delegates a qualified individual
- Coordinates and proposes development and capital improvements
- Determines guidelines for extra-curricular and non-school use of property
- Manages transportation and maintenance/replacement of vehicles
- Manages facilities through custodial services and overseeing maintenance needs
- Ensures safety and security of all facilities
- Communicates expectations for energy efficient practices and securing facilities

Education, Qualifications, Skills, and Experience

Qualifications

- Possess a Bachelor's Degree in an appropriate discipline with a Master's degree in Education or related field Possession of, or the ability to obtain, the required administrative licensure of the State of Arizona Possession of, or the ability to obtain, required ACSI Head of School/Superintendent certification
- Prior educational experience and skill
- Clear commitment to professional growth
- 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

Physical Requirements

- Sitting, standing, lifting, and carrying up to 50 pounds, climbing stairs, reaching, squatting, kneeling, and moving light furniture may be required.

Safe & Health

- Knowledge of universal hygiene precautions. (Safe Schools)

Equipment/ Material Handled



WEST VALLEY CHRISTIAN SCHOOL

- Must know how to properly operate, or be willing to learn to operate, all multimedia equipment including current technology

Work Environment

- Must be able to work within various degrees of noise and temperature, stress, and interruptions of work routine. Flexibility and patience are required.

Terms of Employment

- Salary and work year to be determined by the Board

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

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*).

