

Trinity Christian School
Morgantown, WV

Job Description: Superintendent

General Description

Job Summary: The Superintendent is the chief executive of the school and, in partnership with the Board of Directors, is responsible for the success of the school. The Superintendent provides spiritual, educational, and administrative leadership to the school. He/She is to inspire, lead, and direct all facets of the school's operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the Board. The Superintendent will ensure that programs designed to nurture the Christian faith of students, faculty, and staff are appropriately and effectively applied at all levels throughout the school. The Superintendent will oversee academic, artistic, and sports programs and hold students to high standards to ensure their development according to their God-given talents.

Hired by: TCS Board of Directors

Responsible to: TCS Board of Directors

Supervises: All TCS employees

Evaluated: An annual written evaluation is provided by the TCS Board of Directors.

Type of Position: This is a *contracted, exempt* position that is paid on a *salaried* basis.

Last Revision: August 2023

Required Spiritual Qualities

It is expected that the Superintendent will:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the only infallible, inspired, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe, endorse, and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Demonstrate the fruit of the Spirit (Galatian 5: 22-23).
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church (i.e., whose Statement of Faith is consistent with the school).

Required Professional Qualities

It is expected that the Superintendent will:

- Hold a Master's degree in a field appropriate to educational leadership from an

accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period. A Doctorate in Education or Education Administration is preferred.

- Hold an ACSI Administrator Certificate or be willing to participate in a program to complete this certification within a specified time period.
- Hold a Principal's Certificate (preferred).
- Possess evidence of other adequate preparation, background, or experience as determined by the Board of Directors including a proven record of effective leadership in Christian education that includes experience with (1) curriculum administration, (2) supervision and evaluation of teachers, (3) professional development of faculty and staff, (4) use of technology to enhance operational excellence, (5) assessment of learning, (6) business acumen, and (7) fostering collaboration with external stakeholders
- Have a minimum of seven years of successful classroom teaching experience and/or administration experience, preferably in a Christian school.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, spreadsheet, e-mailing, and accessing the Internet.
- Maintain an acceptable attendance record and is punctual. Notify chain of command regarding his/her personal daily work schedule.

Required Personal Qualities

It is expected that the Superintendent will:

- Sign and live by the School's **Biblical Lifestyle Statement** (attached), as well as the TCS Bylaws, Constitutional Document, Vision and Mission Statements, Statement of Beliefs, and Philosophy of Education Statement as a condition for employment and continued employment in this ministry.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children in a collaborative and constructive manner.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his/her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Demonstrate openness to new ideas, initiatives, and concepts in education.
- Engage in life-long learning and ongoing professional development.
- Demonstrate a commitment to Christian schooling as evidenced by having his or her K-12 school-age children enrolled in a Christian school.

Essential Job Functions - Accountabilities

It is expected that the Superintendent will:

Spiritual Leadership

- Have a conviction that God has called him/her to Christian school administration.
- Motivate students to accept God's gift of salvation and help them grow in their faith through his/her witness and Christian role modeling.

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure the campus work environment is Christ-based, nurturing, wholesome, and loving.
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching.
- Work with the Board of Directors, Spiritual Advisory Board, and staff to address the spiritual formation needs of the students.
- Delegate the organization and coordination of chapel programs.
- Carry out Christ-centered counseling with students and staff.
- Act as the final arbiter, outside of the Board of Directors, of issues and disputes while following the Matthew 18 principle.

Academic Leadership

- Have knowledge and understanding of the Christian philosophy of education that will enable him/her to provide leadership and guidance in the school's development of and commitment to a Christian worldview in all school programming (e.g., curriculum, athletics, arts, etc.).
- Have knowledge of the school's mission, curriculum, and standards. Hold school administrative staff accountable for meeting the goals of the school's curriculum.
- Provide and oversee structure, procedures, personnel, time, and resources for curriculum development and instruction to ensure coherent scope and sequencing across all grade levels.
- Ensure alignment of curriculum, instruction, and assessment.
- Know the requirements and procedures for accreditation and provide leadership for obtaining school accreditation or maintaining current accreditation. Update required accreditation reports.
- Plan for systematic implementation of the major recommendations submitted by the accreditation visiting committee.
- Have knowledge of the physical/emotional development of children and understand the problems they face while growing up.
- Monitor the certification and licensure status of the teachers.
- Ensure that school classrooms reflect a professional and Christian environment.
- Keep abreast of major current trends in education in general and Christian education through reading, graduate studies, conferences, and/or contacts with other educators.
- Oversee the annual school testing and other assurance of learning programs. Oversee the communication of test result data to the Board of Directors, staff, and parents.
- Oversee plans to improve student performance.
- Oversee guidance counseling and ensure an effective college and career counseling program.
- Lead the school staff in ongoing professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training.
- Provide resources when teachers need help with their curriculum planning, teaching techniques or methods, and teacher/child or child/parent relationships.
- Evaluate employees using formal and informal performance metrics and conduct performance review meetings for staff members.

Administrative Leadership

- Have a thorough knowledge and understanding of the philosophy and objectives of the school.
- Provide the school environment with appropriate rules, structure, and procedures in

- which staff, students, and volunteers can function efficiently, effectively, and productively.
- Oversee the accomplishment of the goals and objectives assigned by the Board of Directors and school policy.
 - Provide leadership in planning the master schedule.
 - Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff.
 - Provide oversight and leadership for staff meetings and in-service opportunities.
 - Meet on a regular basis with the school administrators to ensure coordination of programs and prompt problem resolution.
 - Assist administrators in supervision of staff, improvement of instruction, and selection of curriculum.
 - Assure that school staff communicates with parents consistently and expediently.
 - Be available to assist the administrators and teachers in matters relating to student needs and problems.
 - Develop and disseminate, in coordination with the school principals, parent/student handbooks, employee handbooks, course description catalog, etc. that align with the Board Policy Manual.
 - Oversee and maintain positive discipline while ensuring that discipline is consistently maintained within Biblical guidelines.
 - Maintain a physical presence with students by attendance at extra-curricular events (e.g., athletic events, arts performances), and participation in school chapels, assemblies, and other presentations.
 - Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
 - Demonstrate the ability to interact effectively with school constituents and community entities.
 - Provide for the appropriate delegation of responsibilities and authority within the school.
 - Provide for the evaluation, orientation, and placement of all incoming families and students.
 - Involve parents in prayer, volunteerism, input and decision making, as appropriate.
 - Oversee substitute teachers when needed and assist them in successfully carrying out their responsibilities.
 - Take a leadership role in helping organize senior graduation.
 - Have annual end-of-year inventory of textbooks, furniture, equipment, etc., for all classrooms and keep adequate records of same.
 - Evaluate (and modify as needed, based on Board of Directors approval) the organization and reporting structure of the educational program.

Legal Compliance

- Maintain the school so that it meets or exceeds all state and federal employment laws and regulations that appropriately apply to Christian schools and their employees.
- Monitor compliance with relevant laws and regulations that apply to schools and file all legal and regulatory documents in a timely manner.
- Ensure that business, personnel, and student records are adequate, accurate, and administered legally. Ensure records are properly secured and confidentiality is enforced as required.
- Supervise and maintain the operations of state-funded and federally-funded programs.
- Conduct emergency drills and periodic building and property safety inspections.

Governance

- Keep the Board of Directors informed on issues, needs, and operation of the school system at all levels.
- Offer professional advice to the Board of Directors on items requiring board action with appropriate recommendations based on thorough study and analysis.
- Serve as the educational consultant to the Board of Directors by providing information and counsel on all the school's educational challenges and procedures.
- Create a long-range strategic plan for the school in association with the Board of Directors.
- Attend all Board of Directors meetings.
- Serve as ex-officio member of all committees of the Board of Directors.
- Deal directly and frankly with the Board of Directors when honest differences of opinion exist in an earnest effort to resolve such differences.
- Perform as liaison between the Board of Directors and personnel, working toward a high degree of understanding and respect between staff and Board.
- Demonstrate support for Board of Directors' policy and decisions in communications to the staff, parents, and public.
- Seek and accept constructive evaluation of his/her job performance.

Personnel

- Provide direct supervision to administrators (e.g., principals) and other administrative staff as indicated in the TCS Organizational Chart.
- Establish, implement, and refine procedures for the recruitment, selection, orientation, supervision, evaluation, and motivation of personnel. Strengthen the school's efforts to attract and retain the best Christian faculty possible.
- Treat all personnel fairly and in a business-like manner, without favoritism or discrimination, while insisting on performance of duties.
- Ensure that all school personnel have current written job descriptions.
- Establish and refine staff development and in-service programs on and off campus.
- Oversee professional development program for faculty.
- Annually evaluate the school principals and provide them with written evaluations. Provide written evaluations to all staff that do not report directly to other administrators. Review the evaluations of the remaining school staff made by other administrators. Provide appropriate information to the Board of Directors regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the Board of Directors regarding cases of assignment, transfer, promotion, demotion, non-renewal of contract, or dismissal.
- Oversee the development and training of a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Possess awareness and understanding of basic business and financial concepts and the ability to utilize these concepts to meet the needs of the school.
- Review and ensure that all revenue sources (e.g., family tuition accounts) are current and being collected as per policy.
- Implement a strong internal financial controls procedure for the handling of school assets.
- Ensure all physical assets and other school property is properly safeguarded.
- Develop and implement a long-range financial plan for approval by the Board of Directors.

- Work with the finance committee, Finance Manager, and administrative staff to develop an annual budget and recommend the same to the Board of Directors for adoption. This includes making recommendations for staff salaries and fringe benefits.
- Plan for both short and long-term budgetary needs to include, but not be limited to, operations, capital improvements, reserve, and endowment.
- Present accurate accounting and projections of income reports including a monthly enrollment report to the Board of Directors.
- Oversee and manage the school's budgetary expenditures and procedures.
- Authorize contracts to agencies or persons outside the school that are within Board-approved budget parameters and necessary for the efficient operation of the school.
- Present purchases outside the school budget or current policy parameters to the Board of Directors for approval before they are executed.

Development and Public Relations

- Understand the need and value of planned public relations and oversee the development of an efficient public relations program.
- Provide oversight for development programs and activities in areas of constituency relations, fundraising and grants, and student recruitment and retention.
- Oversee the development of an alumni association that will strengthen relationships with and among students, former students, faculty, and parents that support the school.
- Oversee the preparation of a formal annual published report which includes the statistics and accomplishments of the school and its plans for the future.
- Cultivate appropriate relationships with the West Virginia Department of Education, other government agencies, the local school district, and ACSI.
- Represents the school to outside groups (e.g., parents, churches, businesses, local non-profit organizations, WVSSAC).
- Act on suggestions and requests in an appropriate manner, giving prompt attention to the resolution of complaints.
- Be available for staff and parent conferences.

Note: Special circumstances may arise that may result in other duties being assigned.