

Somerset Christian School and Daycare

708 Stoystown Rd Suite 2

Somerset, Pa 15501

Job Description for the position of: Administrator of Somerset Christian School and Daycare

Position Overview:

This full-time twelve-month position is to administrate the activities of Somerset Christian School and to give oversight to the supervisor of the Somerset Christian Daycare. The administrator should be a visionary and should manage, plan, and organize while constantly looking to the future. The administrator should spend considerable time thinking in terms of, “where do we want this school to be in five years, ten years, in twenty years.”

Qualifications:

- ❖ Must be saved and have a solid commitment to the Lordship of Jesus Christ.
- ❖ Must hold a four-year bachelor’s degree. Education or business degree preferred.
- ❖ Must pass background checks and clearances.
- ❖ Must possess a heart for Christian education, good people skills, and a strong work ethic.
- ❖ Must be a regular attendee of SAC or willing to become one.

School administrative duties:

- ❖ Communicate with state education boards, state inspectors etc.
- ❖ Oversee office personnel, daycare supervisor, and school operations.
- ❖ Supervise teachers including periodic classroom evaluations.
- ❖ Be proactive in public relations by networking with people and organizations to promote the school to the community.
- ❖ Disciplinarian – the discipline of staff and children, support and mentor parents as related to the education and discipline of their children. Mediate conflicts.
- ❖ Evaluate current curriculum and explore other options as needed.
- ❖ Donor Relations - Work with area businesses in relation to tax credits, communicate on a larger scale the needs of the school to donors, and research and prepare grant proposals.
- ❖ Serve as the school representative to the church staff (attend monthly staff meeting).
- ❖ Must be available for night meetings as required.
- ❖ Coordinate school calendar and special events.
- ❖ Interview new family applicants.
- ❖ Assist in interviewing and hiring and firing of school and daycare personnel.
- ❖ Must be willing to perform other duties as directed to ensure the school functions at the highest potential.
- ❖ Serve or appoint someone as athletic director.

AMENABILITY

- ❖ This position is amenable to the Somerset Christian School Board and ultimately to the Governing Board of the Somerset Alliance Church

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Questions for Administrator applicant

1. Please tell us briefly how you became a Christian.

2. How can a person be saved? How can a person go to heaven?

3. Are you in agreement with the C&MA doctrinal statement? It can be found at <http://www.cmalliance.org/about/beliefs/doctrine>

Yes No

4. Briefly describe why you are interested in this position.

5. Briefly explain why you are passionate about Christian education.

6. If applicable, to what degree does your spouse desire to participate in this ministry?

7. If applicable, how does your family feel about relocating to Somerset, PA?

8. What church do you currently attend? How do you feel about attending Somerset Alliance Church?

9. What are your personal strengths?

10. What are your personal weaknesses?

11. What are your spiritual gifts?

12. What spiritual disciplines do you practice with regularity?

13. What safeguards/standards do you have for personal purity?

14. What three issues do you feel are the biggest challenges facing children today? Why are they so pressing?

15. How would you define the term integrity? How important is personal integrity to you? (Your own integrity and the integrity of those you work with.)

REFERENCES: Please include one Pastoral Reference and two Professional References

Pastoral Reference:

Name: _____

Church: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Years Known: _____

Professional Reference:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Years Known: _____

Professional Reference:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Years Known: _____

Please email/mail questionnaire to:

Rev. James Cameron
708 Stoystown Rd.
Somerset, PA 15501
jcameron@somersetalliance.org

Somerset Alliance Church 814-445-8949
Somerset Christian School 814-445-1960