

OUR REDEEMER'S CHURCH JOB DESCRIPTION

Job Title: School Administrator
Department: Administration
FLSA Status: Exempt
Reports To: Executive Pastor

A. OVERVIEW

This Christian leader and educator is responsible for providing leadership and carrying out the policies and philosophy of the Our Redeemer's Christian School (ORCS) board and Our Redeemer's Lutheran Brethren Church Board of Elders. ORCS is a faith-based pre-K-12 nonpublic school established in 1982. We serve God by providing a high-quality Christian education for families and children in the Minot area.

B. FAITH ISSUES

The School Administrator shall:

1. Be a confessing Christian who strives to live a faithful Christian life.
2. Be in harmony with Our Redeemer's Christian School's Statement of Faith.
3. Provide spiritual leadership for the school (staff and students).
4. Be or become an active member of Our Redeemer's Lutheran Brethren Church.
5. View this position as a calling and ministry.
6. Be someone who has a hunger to learn (spiritually and professionally).

C. PERSONAL QUALITIES

The School Administrator shall:

1. Be an individual of integrity, high moral character, and have a good reputation within the school, church and community at large.
2. Be cheerful and display a positive personality.
3. Be calm under pressure.
4. Be able to maintain strict confidentiality.
5. Display the ability to respond to the concerns of staff, students, parents, and all other school constituents with respect and dignity.
6. Council and discipline with consistency.
7. Be a genuine "self-starter" – one who takes initiative while working within prescribed guidelines.
8. Be a person marked by loyalty to the school staff, the school board, church leadership, and the congregation.
9. Display the willingness (and ability) to take direction and/or correction and to follow guidelines.
10. Bring a passion for excellence to his/her work. Pursue opportunities for professional and personal growth through reading professional publications, attending workshops/seminars, and interaction with other school/church leaders.

D. PROFESSIONAL QUALITIES

The School Administrator shall:

1. Possess the aptitude, training, or experience in educational administration.
2. Hold a current North Dakota Teacher's Certification. A masters degree in educational administration is preferred but not required.
3. Communicate well, both orally and in writing. He/she will possess excellent skills in grammar, spelling, and word usage.

E. SALARIES AND BENEFITS

This is a full time, twelve-month contracted ministry position. The School Administrator is classified as a "regular, full-time employee" under the classification system established in the *ORCS Policy Handbook*. Benefits are provided in accordance with the policies contained in the *ORCS Policy Handbook*. *

(*Employment policies contained in the *ORCS Policy Handbook* shall be the controlling documents about employment related issues, such as compensation, benefits, employee conduct, etc.)

F. SUPERVISORY RESPONSIBILITIES

The School Administrator will directly supervise all professional staff and support staff as assigned. (i.e. teachers' aides and kitchen staff).

G. DUTIES and RESPONSIBILITIES

1. General Administration

The School Administrator shall coordinate and oversee the administrative functions of the school with regard to education. Therefore, the School Administrator shall:

- a. Together with school board president and Executive Pastor prepare agendas for school board meetings.
- b. Effectively communicate the school's operations to the school board and the school board's actions to the school's staff. Provide reports to the school board as well as other church leadership as requested.
- c. Assist the school board in the development of short and long-term goals for the school.
- d. Research, plan, recommend, and implement curriculum.
- e. Direct and oversee the completion of all required paperwork for the Department of Public Instruction (DPI), delegating where possible to other support staff.
- f. Ensure that the school maintains compliance with North Dakota Century Code as it applies to nonpublic schools.
- g. Coordinate and oversee the school's admissions process while maintaining adherence to admissions policies and procedures established by the school board.
- h. Prepare an annual school calendar for the school board's approval.
- i. Prepare all student class schedules, ensuring that students are in compliance with state graduation requirements and any additional requirements that may be implemented by the school board.

- j. Coordinate the scheduling of all school activities with the Business Administrator to ensure that all school activities are properly recorded on the master facility schedule.
- k. Assist the Business Administrator in the planning of custodial services for special school activities.
- l. Create a positive image for the school by serving as a public representative of the school throughout the community. Maintain a positive rapport with both educational and non-educational community leaders. Work to positively promote the school at all times.
- m. Work with and support other individuals or groups in school fundraising activities.

2. Personnel Administration

The School Administrator shall:

- a. Make recommendations to the school board regarding the hiring and dismissal of professional staff.
- b. Have the authority to hire and dismiss assigned support staff (i.e. teachers' aides and kitchen staff).
- c. Evaluate the job performance of all staff under his/her supervision and complete written evaluations using state approved processes, procedures, and systems.
- d. Assist teachers in improving their techniques for teaching, classroom management, testing, and curriculum delivery.
- e. Plan appropriate training for all staff under his/her supervision.
- f. Delegate effectively to other staff, school-affiliated organizations, and individual volunteers.

3. Financial Administration

The School Administrator shall:

- a. Assist the Business Administrator in the development of an annual budget for submission to the school board and the trustee board.
- b. Assist the Business Administrator in the development of recommendations for tuition rates and staff salaries.
- c. Maintain an awareness of the financial status of the school by meeting regularly with the Business Administrator, including the review of the monthly financial statements prior to each monthly school board meeting.
- d. Assist the Business Administrator in the distribution of financial assistance to applying families.