*Job Descriptions (Christ the King Employee Handbook; The King's Academy Board Policy Manual)

Job Description-Administrator/Principal

Purpose – to serve the church by directing and coordinating the school ministry of the church and provide leadership to and supervision of staff members and volunteers involved in this ministry

The Administrator, with the help of God, agrees to:

- Teach/assist with the day school classes to which he or she is appointed
- Maintain Christian discipline in love
- Work in Christian harmony with fellow teachers, pastor, elders, board of education, and church staff
- Follow the guidance of Matthew 18:15-16, Ephesians 4:29-32, and John 15:12 when experiencing disagreement or discontentment with others
- Set a Christian example by word and action, according to professional and Christian ethics
- Fulfill the duties as specified in the job description.
- Work under the supervision of the CTK board of education

General Responsibilities:

- Develop and maintain PK-8 school calendar, Faculty Handbook and Parent/Student Handbook collaboratively with the Preschool Director
- Ensure that classrooms and facilities reflect a professional and Christian environment
- Provide substitute teacher orientation to ensure continuity of program
- Manage the use of facilities during the school day
- Plan, monitor and maintain an appropriate PK-8 budget
- Work with pastoral staff, appropriate committees, officers and leaders to carry out the church's education ministry
- Maintain inventories and order school supplies as needed
- Update handbooks annually for board approval
- Work with the security committee of the church to update security plan as needed
- Complete necessary district and state reports
- Conduct safety drills to meet state regulations
- Respond to emails, phone calls, and visits from parents
- Explore continuing education opportunities and attend education conferences with staff
- Administer all digital communications with parents and staff
- Administer the school google domain
- Administer benchmark testing for K-8
- Administer all digital media and communication tools for the school, including the website, Facebook page, and messaging apps
- Administer student information system housing grades, attendance, and other records and communication
- Maintain regular office hours

Responsibilities in the Supervision and Leadership of Staff:

- Encourage a positive Christ-centered culture within the school
- Supervise and evaluate school teachers and staff members
- Plan and implement targeted professional development for teachers and staff
- Lead the accreditation process for the school
- Develop and train substitute teachers to ensure continuity of program
- Collaboratively prepare PK-8 meeting agendas with the Preschool Director and lead meetings.
- Work with teachers to establish departmental goals, vertical alignment in in curriculum content, curriculum delivery methods, and classroom protocol from grade to grade, and determine priorities for the school
- Delegate tasks and evaluate progress regularly
- Lead committee review and selection of curriculum and educational tools
- Develop and implement a comprehensive training program for staff members, including:
  - New staff orientations
  - In-service programs
  - Continuing education
  - Teaching demonstration
  - Mentor Program training and accountability

Responsibilities Concerning Students:

- Develop and implement procedures for admission and appropriate placement of students
- Communicate and consult with parents as necessary
- Manage student records and attendance
- Attend to emergency situations as they arise

Activities

- Work collaboratively with teachers to schedule and prepare for special programs, activities, and special events

Public Relations:

- Communicate the school program to the congregation and community
- Attend church staff meetings
- Attend board meetings as resource and for informational purposes

The King's Academy Administrator shall possess the following qualifications:

- B.S. in Education required.