



Department Description / Purpose

The Administrator is responsible for the management, day-to-day operations, and success of the school. The Administrator reports to the School Board and is a member of the staff of Grace Community Church. The Administrator serves as the administrative and spiritual leader of the school and has the authority to carry out his or her responsibilities, in accordance with the board-established mission and vision. In partnership with the Board, the Administrator provides direction for developing the school's vision, mission, and strategy; provides leadership for establishing and implementing its annual goals and objectives; reports on the financial health, spiritual climate, academic standards, development, and community relationships of the school, provides leadership to faculty and works with the Board and church senior leadership to direct and oversee the operation of the ministry.

Qualifications

A. Minimum:

- Strong personal Christian testimony
- Master's degree in Education
- Valid Principal's and Teacher's certificates with State Department of Education
- Five years of certified classroom teaching experience
- Three years of school and district leadership experience
- New or pending member of Grace Community Church – Tempe, AZ

B. Preferred:

- Valid Principal's Certification with ACSI (Association of Christian Schools International)
- Ten or more years of successful certified teaching experience
- Five or more years of proven Principalship experience
- Active member of Grace Community Church – Tempe, AZ
- Prior ACSI Accreditation experience and involvement

Duties and Responsibilities

Spiritual Development

- Set the spiritual tone and expectation for the school by modeling the Christian life to faculty, staff, and students, and partnering with families in growing students to live Christ-honoring lives.
- Challenge the staff to establish and accomplish academic and spiritual goals that are consistent and supportive of the mission statement.
- Evaluate, develop, supervise, and ensure that the standards of Christian maturity and commitment as stated in the Constitution and Bylaws are evident in the life of those employed.
- Establish, lead and direct daily staff devotions for prayer, fellowship and support, spiritual growth and development.
- Establish and direct weekly student chapels to grow in Christ and with one another in worship, prayer, songs, and fellowship. Encourage parents and family members to attend and participate in these age-appropriate weekly chapels.
- Act as liaison between church and school in all matters related to the education and spiritual development of the students including but not limited to Sunday School, Summer Blast program, middle school camps, mid-week gatherings, service projects, etc.



Academic Leadership

- Curriculum: Knowledgeable of the school's curriculum, standards, and mission. Ensures that all instructional staff design effective and rigorous standards-based units of instruction consisting of well-structured lessons with measurable outcomes.
- Instruction: Ensures that practices in all settings reflect high expectations regarding content and quality of effort and work, engage all students, and are personalized to accommodate diverse learning styles, needs, interests, and levels of readiness. Ensures the school classrooms reflect a professional and Christian environment.
- Assessment: Ensures that all principals and administrators facilitate practices that propel personnel to use a variety of formal and informal methods and assessments to measure student learning, growth, and understanding and make necessary adjustments to their practice when students are not learning.
- Evaluation: Provides effective and timely supervision and evaluation of all staff in alignment with job descriptions and contracts.
- Data-Informed Decision Making: Uses multiple sources of evidence related to student learning, including school assessment results and growth data, to inform staff and Board of goals and improve organizational performance, educator effectiveness, and student learning.
- Certificates and Licenses: Follows the requirements and procedures for accreditation, and provides leadership for obtaining and maintaining school accreditation. Monitors the certification and licensure status of staff.

Management and Operations

- Act as a liaison between church and school in all matters related to the facilities management and operations including working with the GCC leadership staff for the physical needs of the school.
- Environment: Develops and executes effective plans, procedures, routines, and operational systems to address a full range of safety, health, transportation, and emotional and social needs.
- Development: Provides oversight for development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention. Prepares a formal annual published report that includes the statistics and accomplishments of the school and its plans for the future.
- Human Resources Management and Development: Implements a cohesive approach to recruitment and selection, onboarding, development, and career growth that promotes high-quality and effective practice. Provides objective recommendations, with supporting data, to the Board in regard to staff assignments, transfers, promotions, demotions, non-renewals of contract, or dismissal. Develops and trains a pool of competent substitute teachers and volunteers to ensure continuity of GCA programs.
- Laws, Ethics, and Policies: Understands and complies with state and federal laws and mandates, school committee policies, and ethical guidelines. Files all legal and regulatory documents in a timely manner. Ensures that all records—business, personnel, and student—are adequate, accurate, administered legally, and properly stored.
- Works with the School Finance Committee and GCC Leadership in developing the annual budget and managing the monthly finances within the budgetary limits.



Family and Community Engagement

- **Engagement:** Actively ensures that all families are welcomed members of the classroom and GCA community and can contribute to the effectiveness of the classroom, school, and community. Available for conferences with parents. Represent the school at parent, church, and community groups. Maintains a physical presence with the students by attending and participating in school chapels, assemblies, athletics events, and other presentations.
- **Sharing Responsibility:** Continuously collaborates with families and community to support student learning and development at home, school, and in the community.
- **Communication:** Engages in regular, two-way, culturally proficient communication with families and community about student learning and performance.
- **Family Concerns:** Addresses family and community concerns in an equitable, effective, and efficient manner.
- **Commitment to High Standards:** Fosters a shared commitment to high standards of service, teaching, and learning with high expectations for achievement for all.
- **Cultural Proficiency:** Ensures that policies and practices enable staff members and students to interact effectively in a culturally diverse environment in which students' backgrounds, identities, strengths, and challenges are respected.
- **Communications:** Demonstrates strong interpersonal written and verbal communication skills.
- **Continuous Learning:** Develops and nurtures a culture in which staff members are reflective about their practice and use student data, current research, best practices, and theory to continuously adapt practice and achieve improved results. Models these behaviors in the Head of School's own practice.
- **Shared Vision:** Continuously engages all stakeholders in the creation of a shared educational vision in which every student is prepared to succeed in post middle school education and become a responsible citizen and global contributor.
- **Managing Conflict:** Employs strategies for responding to disagreement and dissent, constructively resolving conflict, and building consensus throughout the school community.

School Board

- **Communication:** Offer regular updates, timely escalations, and professional advice to the Board on items requiring board action, with appropriate recommendations based on thorough study and analysis. Serves as liaison between the Board and personnel, working toward a high degree of understanding and respect between staff and Board.
- **Budget and Finances:** Provides ongoing analysis and reports detailing monthly and yearly performance, actual to budget comparisons, end-of-year projections, and other relevant details that support.
- **Meetings:** Attends Board meetings. Assist the Board President in planning the agenda for meetings. Serve as an ex-officio member of all committees of the school board.
(This role description is intended to represent key areas of responsibilities; specific assignments may vary from time to time, and other duties may be assigned.)