



## **Lititz Christian School Senior Administrator Job Description**

### **Description**

The senior administrator will be responsible to lead the early learning program and K-12 operations for Lititz Christian School. The senior administrator is responsible to assure and maintain the mission, purpose and standards, as established by the Statement of Purpose and Organization of Lititz Christian School. This role reports to the Board of Directors and is responsible to manage the Senior Leadership Team.

### **Duties and Responsibilities**

- Strategic planning
  - Create and cast a vision for the future of LCS, through the development of a strategic plan, toward growing as a faithfully Christian learning environment.
  - Promote the mission, vision, and values of Lititz Christian School and design outcomes and assessments aligned to the school mission statement.
- Fundraising
  - Build and maintain relationships within the school and community.
  - Set fundraising goals and lead a team to meet goals.
- Operations and Leadership
  - Day-to-day school administration including annual budget, annual report, communication to school families and board.
  - Implement salary rubric for teachers and staff. Suggest adjustments based on industry standards.
  - Lead the school with grace and accountability in all interactions with faculty, staff, students, and parents.
  - Create an atmosphere where students feel known, seen, and loved.
  - Lead the school in culture building activities in order to build school unity around love for neighbor, Christian discipleship, and seeing Jesus as our Lord over every academic discipline.
- Education
  - Curriculum development and oversight.
  - Evidence-based school improvement.
  - Commitment to an educationally comprehensive and differentiated learning environment for all students.
  - Pursue academic excellence in order to meet the social, emotional, academic and spiritual needs of our students, faculty, staff and families.

### **Personal and Professional Requirements**

- Deeply committed to Jesus Christ and to educating the next generation toward impacting their world for Christ.
- In agreement with the school's Statement of Faith and biblically integrated Christian philosophy of education and passionate about Christian education.
- Be a Christ-like role model in attitude, speech and actions towards others.
- Classroom and/or teaching experience with an understanding of effective instructional strategies for students of varied abilities.
- Experience successfully leading teams required, within an educational setting preferred.
- Demonstrated organizational and management practice as applied to the analysis of school programs, policies and operational needs.
- Experience in business operations including budgeting and creating procedures and processes.
- Successful fundraising experience, capital campaign preferred.
- Master of Education or equivalent required, Doctorate preferred.
- Commitment to ongoing and holistic teacher development.

### **To Apply**

Please submit a resume/CV, cover letter, statement of philosophy of Christian education, and completed employment application to [searchteam@lcstaff.net](mailto:searchteam@lcstaff.net)

**Deadline for submissions – Feb 23, 2022**