



Title: Head of School

FLSA Status: Exempt; Full-Time

Department: Administration

Reports to: Board of Trustees

Supervises: Dayton Christian School

Summary of Duties:

The Head of School (HOS) serves to promote and implement the mission and vision of Dayton Christian School (DCS) as overseen by the Dayton Christian School Board of Trustees (Board.)

Primary Duties include:

1. **Spiritual Leadership** - The HOS will provide servant leadership by word, action, and deed in all facets of their life and in leading DCS. The role requires an absolute commitment to Christian education as a conviction, not a preference. The HOS is a caretaker and leader without compromising the mission, vision, core convictions, and tenets of the faith that guide DCS and an unwavering commitment to the Bible.
2. **Organizational Leadership** - The HOS serves to carry out the policies and directives of the Board, meeting with them regularly and implementing policies and procedures within the school. The HOS will recommend policies to the Board for its input and action. The HOS will ensure the development and efficient operation of DCS initiatives. In addition, the HOS will develop and implement plans to promote DCS as the Christian school of choice in the Miami Valley and the surrounding area.
3. **Academic (Excellence) Leadership** - The HOS will have the background, be passionate and intentional in all aspects of excellent Christian education. The HOS will set the tone for the pursuit of academic excellence at all levels and will work with faculty/staff to establish means to measure accomplishing academic standards and rigor and methods to increase and improve these standards. In addition, the HOS shall be responsible for ACSI (re)accreditation and continued compliance.
4. **Executive Leadership** - The HOS will have several direct reports, including those in senior-level positions making up the HOS's advisory council (the "Cabinet"). These direct reports can, but are not limited to, include the following: Chief Administrative Officer, Chief Enrollment Management and Marketing Officer, Chief Financial Officer, Chief Human Resource Director, Principle – Elementary (grades Pre-K, K–4), Principal – Middle School (Grades 5-8), and Principal – High School (Grades 9-12). The HOS will meet with these individuals regularly, inspiring, directing, and encouraging their work, evaluating their job performance, and guiding them to further development and achievement while developing a cohesive leadership team environment.
5. **Strategic and Developmental Leadership** - The HOS and the Board are responsible for setting the vision and strategy for DCS, including the steps necessary to implement and execute the vision. As part of these responsibilities, the HOS will work/seek:

- a. To raise funds for the school, growing the donor base (major donors and sporadic donors), diversifying the income sources represented in that pool and increasing giving from the existing donor pool; developing and maintaining relationships with key supporters of the school and strategically soliciting them for donations, including capital campaigns.
 - b. To foster and develop church (local, regional, and national as applicable) relationships, including taking opportunities to speak at and/or meet with church leaders, seeking counsel of pastors from supporting churches and striving to establish support from churches for the benefit of advancing Christian education and earmarking DCS as the choice for church members/attenders.
 - c. To represent the school within the community and state. The HOS will be the official spokesperson for the school to the media.
 - d. To promote knowledge and understanding of DCS within its supporting constituency through newsletters, video, audio, and written correspondence, one-on-one meetings, speaking engagements, and the hosting of meetings (coffees and dinners).
 - e. To develop a short-term and long-term strategy for both student and faculty/staff attraction, development, and retention.
 - f. To explore innovative ways to expand educational offerings, such as online courses, vocational programs, community learning opportunities, and additional class offerings.
6. **Financial Leadership and Stewardship** - The HOS will present to the Board an annual budget on or before March 1 of each year. This annual budget will reflect the strategic plan of DCS. The HOS will meet with the Finance Committee and any other applicable committee(s) of the Board to review faculty and staff compensation.
- a. The HOS is responsible for operating the school within the confines of the budget passed by the Board.
 - b. The HOS is responsible for developing an annual and long-term capital plan(s) with the assistance and input of the CFO.
7. **Other** - The HOS will perform other duties as assigned by the Board.

Position Qualifications

Required:

- Born-again believer with an active personal relationship with the Lord Jesus Christ; demonstrated commitment to a Christ-centered lifestyle as outlined in the DCS statement of Faith and Moral Standards (1 Tim 3:2-12, Titus 1:6-9, Matt 20:26, Mark 9:35.)
- Ability to plan, organize and direct people and programs from a Biblical Worldview perspective and to mentor and motivate people toward attaining their God-given potential.
- Possesses knowledge of Board policies and procedures; teaching methods and techniques; courses of study; curriculum; educational plans; lesson plans, and performance evaluations.
- Demonstrated ability to navigate learning management systems and computer software programs successfully.
- Possesses excellent verbal and written communication skills. Able to effectively understand and communicate across multiple ages, education, and economic backgrounds.
- Highly experienced in navigating difficult conversations while simultaneously focusing on bringing conflicts to a successful resolution. Applies the Matthew 18 principle and encourages the staff, students, and families to do the same.

Education and Work Experience

- A graduate degree, preferably in School Administration or Education. Preference will be given to candidates with a Doctorate in an education–related field.
- A minimum of three (3) years of classroom teaching and two (2) years in management/administration is desired. Preference will be given to candidates with experience in a Christian education environment.
- Certification by a recognized certifying agency (Ohio Department of Education and/or ACSI) is preferred. Preference will be given to candidates with an Administrative certification.

Recommended

- Strong decision maker who seeks appropriate input from key stakeholders, including the Board, faculty, staff, students, and parents, while remaining true to DCS's mission, history, and culture.
- Strong collaborator and supporter of DCS faculty and staff
- Good knowledge and understanding of the DCS demographics and knows what is developmentally appropriate for each grade level.
- Visible to faculty, staff, students, and parents. Creates a positive culture/community on the floor.

Physical/Mental Requirements:

- Ability to handle grievances per the Matthew 18 principle and encourages the faculty, staff, students, and families to do the same.
- Ability to interpret, develop and administer policies, procedures, and regulations.
- Ability to prepare reports and maintain high academic and spiritual standards.
- Ability to communicate with individuals of various age, education, economical, and social backgrounds.
- Ability to maintain control under stress while focusing on immediate need resolution.
- Ability to physically respond to emergency situations (fire, tornado, intruders, etc.).
- Ability to move about the building, including sitting, standing, climbing stairs, etc.
- Ability to lift or move objects such as boxes of paper, books, or related materials weighing up to 50 lbs.
- Ability to travel as applicable.

Environmental Considerations:

- Work performed in an office or classroom environment.
- Potential for exposure to extreme temperatures.
- Potential for exposure to bloodborne pathogens and communicable diseases.