



# Eastside Christian School

## Head of School Job Description

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### **SUMMARY**

The Head of School is the Chief Executive Officer of ECS, and has the overall responsibility for board relations, business operations, advancement, curriculum, and instruction, and guiding the strategic vision and future direction. Responsibilities include working directly with the school board to operate and improve all educational and extracurricular programs, while maintaining a strong financial position, and leading with an unwavering commitment to the school's Christian mission and vision. The Head of School oversees administrative staff who manage and execute the school's activities.

### **QUALIFICATIONS**

- Bachelor's degree in education, business or equivalent; Masters, or Doctoral degree is preferred
- 5+ years experience as an administrator of a Christian school
- A servant-leader whose conduct exemplifies Biblical principles, personal integrity, and professionalism
- Experienced administrator with a proven ability to implement best practices, procedures, and principles to advance all aspects of the school
- Demonstrated skills and experience in change management and communication
- Has strong business and financial acumen, understanding fiscal responsibility and budget management
- Excellent written and verbal communication
- Experience reporting to a board is preferred

### **BOARD RELATIONS**

- Serve as the Chief Executive Officer of the school, reporting directly to the board and working closely with Board Committee Chairs within the governance framework
- Assist the school board in designing, cultivating, and progressing a long-term vision for ECS, and implement duties as assigned by the board

- Serve as an advisor to the school board on vision and policy issues
- Keep the board informed on issues, needs, and operation of the school
- Attend all board meetings and serve as a member of the board's committees as needed
- Jointly with the board, sets annual goals for his/her performance
- Makes recommendations to the board for approval of the operating and capital budgets
- Seeks direction from the board on new initiatives
- Provide a monthly Head of School report for review with the board

### **ADMINISTRATIVE LEADERSHIP**

- Responsible for the development of administrative principles and procedures for implementing the policies of the board
- Exhibit an executive leadership style that models and promotes integrity, transparency, collegiality, and support of a staff that effectively executes the strategic plans of the school
- Build a vibrant, trusting, and healthy organizational culture; ensuring the success of ECS by overseeing the recruiting, developing, supporting, and retaining exceptional teachers and administrators aligned with the school mission
- HOS oversees and has authority of all hiring and replacement of teaching and administrative staff

### **OPERATIONAL & BUSINESS LEADERSHIP**

- Responsible for the strategic enrollment, marketing, advancement, and other key aspects of school governance and operations
- Responsible for the financial health and well-being of the school providing competent leadership in all aspects of financial decision-making
- Understands and supervises the business functions of the school, including the operating budget of the school, monitoring and reporting income and expenses, investments, and cash flow
- Oversees employment and human relations matters and the professional development programs and resources that assure retention and continuous improvement for administration and staff
- Oversee the safety and security of the school campus

### **STRATEGIC LEADERSHIP**

- Lay the groundwork for and oversee increased development activities aimed at expanding the present constituency and/or fundraising programs
- Seek to expand and innovate, exhibiting the characteristics of a growth-oriented leader focused on growing enrollment
- Oversight of financial assistance program

- Foster and maintain good relationships between Eastside Christian School and the organizations and individuals it meets. Example: Independent school organizations, Christian churches, organizations, and the local business community
- Seek opportunities to represent the school in Bellevue and the surrounding communities

## **INSTRUCTIONAL LEADERSHIP**

- Deliver on the school's commitment to excellent academic performance by fostering innovation, supporting best practices, and continually reviewing and enhancing the overall curriculum and environment
- Seeks to innovate to broaden and expand elective offerings, especially for middle school
- Strive to recruit and retain engaging educators with advanced degrees at all levels of the organization
- Oversee the duties and responsibilities of the Administrative Leadership Team
- Encourage and plan for the professional growth of faculty and staff members
- With the Principal and staff, develop and implement curricula for all grades, maintaining an updated K-8 curricular scope and sequence

## **FUND RAISING**

- Plans and optimizes the school's fund-raising programs such as the annual fund, capital campaigns, planned giving, and major events
- Supervises the school's development efforts in identifying, cultivating, thanking, and communicating with past and prospective donors
- Oversees the school's relations with its alumni including development and maintenance of the alumni database, communications programs, and unique events
- Develop and execute a strategic development plan with objectives, goals, methods, and a reasonable timeline to achieve fundraising goals for the annual auction, tuition assistance, capital improvements, grant solicitation and other needs as they arise
- Serve as a lead resource for all capital campaign planning and execution activities as they arise including membership of committees as needed
- Sustain the ongoing fundraising efforts by nurturing relationships with the school's supporters and managing donor correspondence