



### **The position:**

James Valley Christian School seeks a Head of School/Superintendent for the 2025-2026 school year.

### **Position Expectations and Responsibilities**

- **Coordination of the Total Program** - The Head of School shall plan and administer faculty and staff orientation with the help of the administrative staff, plan all staff prayer meetings, professional development, and meet with the other administrators, the maintenance supervisor, development office staff, bookkeeper and board committee chairpersons regularly.
- **Supervision of Personnel** - The Head of School has direct responsibility to supervise the principals, business office, development office, athletic director, cook, secretary, administrative assistant, and head custodian.
- **Board Meetings** - The Head of School shall attend the meetings of the executive and advisory boards. They are the liaison between the board of education and the school personnel. They shall present a report at each regularly scheduled board meeting. They are responsible for presenting the agenda and financial reports to the board.
- **Procurement of Personnel** - The Head of School is responsible to contact, interview with other administrators, and recommend the hiring of staff members. They are also responsible to recommend the dismissal of staff should that be necessary. The board is responsible for the actual approval of hiring and dismissal.
- **Committees** - The Head of School shall work closely with the board committees to accomplish their responsibilities. They shall prepare agendas with the chairpersons and conduct research for the committee meetings. Each committee has its own job description to be followed. The Head of School will also serve on each of the committees and for the main fundraisers of the school.
- **Public Relations** - The Head of School shall work closely with the development coordinator and other administrators to plan and carry out an effective program of interpreting the school to the public. The Head of School shall have excellent communication skills to convey the value of JVC to the community of Huron and surrounding areas and must make public relations a priority, such as speaking at churches, service groups, etc.
- **Admission** - The Head of School is responsible, with other leadership, to interview and recommend to the executive board new and returning students.
- **What you Bring** - Besides the above areas of responsibility, the Head of School shall carry out such other duties as assigned by the Executive Board.

### **Education & Experience**

- Masters in Educational Administration required.
- Preference will be given to candidates with a minimum of at least five years of school administration experience.

### **Personal Characteristics**

- Deep relationship with Jesus.
- Has a personal lifestyle and character that are above reproach.
- Strong background in Christian education.
- Strong leader – instills confidence, compels followers.

- Inspires, motivates, and energizes.
- Strategic and visionary.
- Excellent communication gifts: verbal, nonverbal, written, speaking, social media – both with groups and individuals.

**Who we are:**

- James Valley Christian School is a non-profit, non-denominational, incorporated Christian school. A board elected by cooperative members governs it. Advisory board members are elected for a two-year term at the annual corporate meeting held in July. At the present time, advisory board members come from nine congregations.
- JVCS provides educational options beginning with our early education program and extending through 12<sup>th</sup> grade. JVC currently has 200 students.
- Our mission is to teach a biblically based education, transforming hearts and minds to impact the world for Christ.