

Arthur Christian School

1637 State Hwy 133

Arthur, IL 61911

POSTED: 4/25/18

Part-Time Administrator Job Description

General Description

Job summary: *Arthur Christian School is seeking a qualified individual to serve on the Administrative team. The administrator will oversee staff development and overall school growth and development. The administrator will offer spiritual discipleship for students, and work in collaboration with the current school principal/administrator. The administrator will work in conjunction with the administrative team to develop policies, procedures, and programs that will implement the directives of the governing board and all federal, state, and local requirements. Although this position is part-time, there is opportunity to add teaching duties to make it a full-time position.*

Hired by: School board

Responsible to: School board

Supervises: Students, staff, and volunteers

Evaluated: An annual written evaluation is provided by the school board

Type of position: This is a contracted, exempt employee that is paid on a salaried basis.

Required Spiritual Qualities

It is expected that the Administrator will ...

- Demonstrate acceptance without reservation of the ACS Statement of Faith (*attached*).
- Reflect a strong, clear Christian testimony.
- Reflect a mature, Godly spirit.
- Be a person of faith and prayer.
- Have a strong knowledge and understanding of Scripture.
- Maintain an active involvement in his or her local church.
- Model servant leadership.

Required Professional Qualities

It is expected that the Administrator will ...

- Hold a bachelor's degree from an accredited postsecondary institution or be willing to participate in a program to complete such a degree within a specified time period.
- Be able to articulate a Christian philosophy of education consistent with Scripture.
- Have experience as a leader.
- Demonstrate executive and management skills.
- Be effective in oral and written communication.
- Have a deep understanding and empathy for the Christian school and the Christian school movement.
- Have a commitment to gender and racial diversity at all levels in the workplace.
- Be a team player responsive to the school board, administrative team, and school staff.
- Be willing to subordinate his or her personal agenda for the sake of ACS.
- Be open to new concepts and technology.
- Possess evidence of other adequate preparation, background, or experience as determined by the school board.

Required Personal Qualities

It is expected that the Administrator will ...

- Sign and live by the school's lifestyle statement (attached) as a condition for employment and continued employment in this ministry.
- Be a person of integrity in business, finance, and human resources through equitable treatment of others.
- Reflect a life consistent with biblical principles.
- Have a gift of listening and responding appropriately to the counsel of others.
- Hold a commitment to Christian schooling as evidenced by having his or her K-12 school-age children currently enrolled at ACS.

Expected Outcomes

The Administrator shall be an individual who carries out his or her functions so that ...

- The school will be an effective Christian school educationally, spiritually, and professionally.
- Staff recruitment meets the professional standards of the school with special attention given to diversity of staff.
- The learning experience is designed to enable students to reach their full potential in Christ.
- The scripture is the revealed Word of God and is taught as truth, which is then integrated into the learning experience.

- By speaking to groups to inform them about the contributions of Christian schooling to the public good, the relationship with the community is a positive one.
- The schools' day-to-day operational practices are a consistent model of integrity, efficiency, and accountability.

Essential Job Results

The Administrator will be expected to serve the school in the area of leadership so that ...

- The academic program is solid and is designed to meet the needs of the students.
- The admission policies are developed so that they coincide with the certification of the teaching staff.
- The channels of communication with the staff and school board are clearly implemented.
- The professional in-service program is systematically reviewed and implemented for the academic and spiritual growth of the staff.
- The leadership of the school is an agent for educational change and innovation.
- The school is kept abreast of major current trends in education in general and Christian education in particular.
- The school has a strategic plan that is developed, reviewed annually, and implemented
- The annual budget is developed on the basis of true cost accounting principles and developed in conjunction with the school board and administrative team.
- The decisions of the school leadership and the school programs are in line with board policies.

Accountability

The Administrator shall ...

- Meet with the school board as required.
- Give a written report either monthly or when requested by the board.
- Perform all responsibilities in line with board policies.
- Check with the board president and administrative team if a known possibility of controversy or problem exists
- Give support and loyalty to the school board and administrative team.

Additional Duties and Responsibilities

The Administrator shall ...

- Supervise extracurricular activities, organizations, and outings as assigned.
- Support every program within the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Perform any other duties that may be assigned by the school board.

Arthur Christian School Statement of Faith

**Arthur Christian School
Mission Statement
“Empowering students to be
a people of hope through
Christian character
development, discipleship
and quality education
programs.”**

We believe in:

1. The inspiration of the Bible, equal in all parts and without error in its origin. (Jeremiah 10:10, 2 Timothy 3:16, John 17:14)
2. The one God, eternally existent Father, Son, and Holy Spirit, who created man by a direct immediate act. (2 Corinthians 13:14, Genesis 1:27)
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, Ascension to Heaven and the visible second coming of the Lord Jesus Christ. (John 17:5, Romans 8:3, John 1:14, Matthew 1:18-25, 2 Corinthians 5:21, Mark 4:35-41, Mark 9:14-29, John 9:1-41, John 6:1-14, 1 Peter 2:21-25, 1 Corinthians 15:3-4, Acts 1:9-12)
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the bodily resurrection of all to life or damnation. (Genesis 3:1-24, Titus 3:5, John 5:24-25, Matthew 25:41)
5. The spiritual relationship of all believers in the Lord Jesus Christ living a life of righteous works, separated from the world, witnesses of His saving grace through the ministry of the Holy Spirit. (James 2:14-26, Romans 12:2, Titus 3:4-7)
6. The Church as a called body of believers-an "ekklesia"-picked out chosen, or called out of the world's system, and therefore of necessity, distinct and separate, from the State. (John 18:36, 1 Peter 2:9, 2 Corinthians 6:17)
7. The Sovereignty of God over both the Church and the State, assigning to each her own distinctive functions.
 - 7.1. The State "is the minister of God, a revenger to execute wrath upon him that doeth evil." Romans 13:4b. This is God's sovereign right reserved unto Himself, distinctly apart from the role of the Church. (Romans 12:19, Proverbs 21:1, Daniel 4:17, 25 & 32)
 - 7.2. The Church, by contrast is called to practice under any and all circumstances a way of love (Matthew 5:38-48) to which the State cannot attain. (2 Corinthians 10:3-4, 1 Peter 3:9, 2 Timothy 2:24)
8. Due respect, honor, prayer support to civil authorities at all times, and conscientious obedience to all laws that do not conflict with God's order for the Church. (1 Timothy 2:2)
9. God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
10. God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

NOTICE OF NON-DISCRIMINATORY POLICY

We do not discriminate on the basis of sex, race, color, nationality or ethnic origin. We do reserve the right to deny admission or employment to any individual who cannot benefit from enrollment based on past academic achievement, or whose personal life is not in harmony with the stated philosophy and purpose of Arthur Christian School.

Physical Requirements to Fulfill the Essential Functions of This Position

Junior High/High School Teacher

FREQUENCY OF REQUIRED USE/EXPOSURE

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
OUTDOOR DUTY	X		
• COLD (50 deg. F or lower)	X		
• HEAT (90 deg. F or higher)	X		
GASES/FUMES/DUST	X		
CHEMICALS/SOLVENTS	X		
NOISE	X		
HIGH STRESS	X		
INTERRUPTIONS		X	
NEED FOR FREQUENT RESTROOM BREAKS			
OVERTIME NECESSARY	X		
CLIMBING STAIRS	X		
CRAWLING	X		
STANDING		X	
SITTING		X	
WALKING		X	
RUNNING			
KNEELING	X		
BENDING		X	
REACHING OVER SHOULDER	X		
REACH CHALKBD HEIGHT	X		
PUSHING	X		
PULLING	X		
MOVING HEAVY ITEMS			
LIFTING/LOWERING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs	X		
LIFTING OVER SHOULDER:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs			
CARRYING:			
Up to 20 lbs	X		
Up to 50 lbs	X		
More than 50 lbs	X		

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
FAX	X		
COPIER		X	
COMPUTER		X	
PRINTER		X	
CALCULATOR	X		
OVERHEAD PROJECTOR	X		
AV EQUIPMENT	X		
OTHER (Please list)			
OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL		X	
REGULAR ATTENDANCE		X	
SUMMON EMERGENCY HELP	X		
APPLY CPR/FIRST AID	X		
LEAD FIELD TRIPS	X		
COMMUNICATE DATA	X		
PREPARE REPORTS	X		
VISUAL ACUITY: Near		X	
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION			
SPEAK CLEARLY		X	
HEAR CLEARLY		X	
MANUAL DEXTERITY	X		
EYE/HAND COORDINATION	X		
DRIVING	X		
FLYING			

Date job description last reviewed: 4/25/18

Reviewed by: Greg Mast

Arthur Christian School Lifestyle Statement

Arthur Christian School expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I, _____ (print name) recognize, understand, and agree to live by the Christian moral standards of the school.

Arthur Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community. Arthur Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

The Arthur Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Arthur Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Arthur Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Arthur Christian School that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Arthur Christian School.

Applicants Signature:

_____ Date: _____

Administrator’s Signature *after* discussion with applicant/volunteer:

_____ Date: _____