



**WESTERN CHRISTIAN SCHOOL**

9045 WALLACE RD NW • SALEM OR • 97304

503.363.2000

SUPERINTENDENT

## **WCS MISSION STATEMENT**

*Western Christian School equips students for a life of faith and learning by providing a Christ-centered educational experience highlighted by four key distinctions: academic excellence, nurturing community, enrichment opportunities, peacebuilding & service.*

### **OVERVIEW**

**Job Title:** Superintendent

**Reports to:** Board of Directors

**Position Status:** Full Time

**Contract Dates:** 7/1 – 6/30 (12 month)

**Salary:** Commensurate with education/experience

**Benefits:**

- Health Insurance
- Paid time off
- 401K after six months employment
- Tuition benefit for children attending WCS

### **VISION FOR POSITION**

Under the direction of the Board of Directors, the Superintendent is responsible for maintaining a school culture that ensures student success, staff support, and the spiritual and academic mission of Western.

### **ESSENTIAL FUNCTIONS**

- Carry out the duties and responsibilities outlined within this job description.
- Be accountable to the Board to comprehensively guide the entire program of the School.
- Ensure the consistent achievement of the mission and financial goals of the School.

## **QUALIFICATIONS**

### **Required Personal Qualities:**

- Be deeply committed to a consistent daily walk with Jesus Christ and continual growth in your relationship with Him.
- Regularly attend a Christian church that aligns with the WCS statement of faith.
- Exemplify the love of Christ by being a role model in attitude, speech, and actions toward others, and meeting everyday stress with emotional stability, objectivity, and optimism.
- Consistently exemplify servant leadership by demonstrating the Fruits of the Spirit (*Galatians 5: 22-23*).
- Utilize a Biblical and grace-filled approach in handling conflict when it arises.
- Encourage students to accept God's gift of salvation and to grow in their faith.
- Demonstrate the strong passion, spiritual maturity, and leadership abilities to align with and uphold the mission, educational objectives, statement of faith, and core values of WCS.
- Display understanding of professional expectations by maintaining confidentiality with all information.
- Support Anabaptist theology, hold membership in a Christian church

### **Education and Experience Requirements**

- Master's degree in Education Administration or Leadership required (other applicable Master's degrees may be considered)
- Ed.D (Doctor of Education) or Ph.D. in Education preferred
- Education administration credentials as required by the School Board and the State of Oregon
- 5 years experience in school administration or leadership preferred
- Experience in budgeting and financial planning
- Experience in personnel and leadership development

## **KNOWLEDGE & SKILLS**

- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and prioritize work on multiple projects;
- Highly detail-focused and results-oriented;
- Ability to communicate and interact effectively with multiple constituencies including parents, staff, and students;
- Team-player attitude and strong stakeholder-service orientation;
- Excellent organizational, planning, and implementation skills;
- Excellent written and verbal communication skills;
- Highly proficient in Google Suites, Microsoft Excel, PowerPoint, and Word;

- Demonstrated initiative, leadership, and tenacity; and
- Passion for Western's mission.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **SUPERINTENDENT ROLE**

Meet monthly with the Board chair and construct the agenda for the Board meetings providing data and pertinent information that will aid the Board in making informed decisions concerning the governance of the school. The agenda is to be made available one week prior to the monthly Board meeting.

Attend all Board meetings (unless there are special Executive Board meetings closed to all others.)

Recruit, evaluate, and research personnel who apply to the school for vacant positions. Recommendations for key positions will be made to the Personnel Committee. i.e. Bible Teachers, Leadership Team Members.

Submit an annual summary of staff evaluations to the Personnel Committee, supplying information on the performance of staff and faculty, and keeping the Personnel Committee informed of the current status of faculty/staff.

Follow policy procedure in cases of unsatisfactory faculty/staff performance. Recommendations for the termination of such employees will be made to the Board.

Submit information needed by the finance committee. A budget projection will be prepared and presented to the Board by the Administrative Leadership Team and the Finance Committee.

Submit a monthly report to the Board indicating the progress, needs, and direction of the school. This report is to include strategic planning, budget concerns, long-range goals, and actions.

Serve ex-officio on the Strategic Planning Committee, bringing concerns, needs, and vision for the future of the School as goals and strategies of the Board are developed.

Lead faculty and staff in understanding and supporting Anabaptist values.

### **SCHOOL ADMINISTRATION ROLE**

#### **A. Professional Relationship**

- Maintain professionalism and professional development through educational and leadership opportunities. As opportunities arise, positions in local, civic, church, and

educational groups will be explored to increase professional relationships and visibility for the school.

- Represent or designate representation at meetings of school membership organizations such as MEA and Cogna.

#### B. Faculty/Staff Relationship

- Ensure that budget preparations and timelines are followed.
- Plan weekly agendas and lead the Administrative Leadership Team in decision-making and discernment.
- Schedule faculty meetings, provide agendas, and lead or designate leadership of the meetings.
- Ensure a balanced chapel program.
- Negotiate reasonable salaries for the faculty and staff through the finance committee.

#### C. Student Relationship

- Ensure that proper procedures and policies are followed regarding student admissions, conferring with the director of Admissions as needed.
- Work with the Finance Committee of the Board to determine the recipients of financial grants and the amount awarded to given students.
- In consultation with the Leadership Team, interpret school policy concerning student discipline.
- Promote and support student council activities, ensuring alignment with school mission. Ensure processes and avenues are in place for student needs and concerns to be heard.

#### D. Parent Relationship

- Ensure that teachers are communicating in positive ways with parents
- Build positive relationships with parents in direct and indirect ways.

#### E. Scheduling Coordination

- Ensure administrative oversight of spiritual life meetings, graduation exercises, and speakers for special convocations and assemblies. Consultation with the Board regarding the scheduling of speakers for school activities will occur as needed.
- Ensure the timely preparation of the annual calendar of all major school events.

### **DIRECTOR OF PERSONNEL ROLE**

A. Direct the Administrative Leadership Team in the hiring of faculty/staff.

B. A job description for each faculty/staff position will be created, signed, and on file.

C. Ensure with the Administrative Leadership Team that contracts specifying terms of employment

are issued for each employee.

D. Serve as, or designate an administrative person as, reconciling agent between staff members

with differing views or those experiencing conflict, seeking to model the role of peacemaker that Jesus

advocated in the New Testament.

E. The Superintendent has the authority delegated by the board to hire, supervise, oversee, evaluate, and terminate the employment and work responsibilities of the faculty and staff according to board policy.

### **DEVELOPMENT/ADVANCEMENT ROLE**

A. Work closely with the Director of Development in developing an ongoing plan for advancement,

which includes church and public relations, funding, and recruitment of students.

B. Accompany or delegate a representative to travel on the annual choir tour.

### **CULTURE OF ACHIEVEMENT & RESPECT**

- Communicate respectfully and thoughtfully with parents/guardians remaining sensitive to different families' cultures, values, and needs.
- Work with the school leadership team to implement the school's mission; coordinate work and collaborate with the Western network.
- Assist in creating a school culture with staff, parents, and students focused on strong academic achievement, fairness, respect, and high expectations for behavior.
- Ensure staff members understand the procedures and have the resources to operate effectively.

### **PROFESSIONALISM**

- Collaborate with colleagues to continuously improve personal practice and achieve the overall goals and mission of the school.
- Reflect critically upon operational leadership experience, identify areas for further professional development as part of a professional development plan that is linked to school and network goals, access meaningful learning experiences, listen thoughtfully to other viewpoints and respond constructively to suggestions and criticisms.
- Use feedback to inform and update the Individual Professional Development Plan.
- Fulfill all outlined and related functions professionally and thoroughly.