



Head of School Job Description

Claremont Christian Academy of Claremont, NH is looking for a new Head of School to lead our growing K-12 school ministry. CCA is located in one of the least church-ed areas of the U.S. and provides a Christ-centered education to students from different backgrounds. We are a balanced open-enrollment school that is growing. This is an opportune time to build a school and make an impact! Learn more about us at claremontchristianacademy.com

Job Responsibilities:

1) *Spiritual Leadership.* Of primary importance is the Head of School's (HoS) ability to faithfully shepherd and lead our staff. This includes ministering the Word of God to the staff regularly (like staff meetings and staff development) to strengthen, encourage, correct and instruct our staff in their ministry. This may include biblical preaching/teaching/instruction, providing biblical counsel to individual staff members, leadership in relational dynamics amongst staff, ethical input for parents, and biblically appropriate responses to student problems. This responsibility also will include maintaining biblical standards for school policies, staff conduct, godly communication with parents, discernment in selecting new staff and volunteers, church networking, discernment in educational content, integrity in relationships and communication, etc.

2) *Educational/Academic Leadership.* The HoS will also be responsible for working closely with principals and teachers in developing CCA's future curriculum and scope & sequence for all grades and subjects. This will include intentional progress towards CCA attaining future accreditation status, which will coincide with strategic planning for the professional development and evaluation of our staff. Working with the Lower and Upper Campus Principals and teachers, the Head of School will give general oversight to goals and objectives for each grade and their respective subjects. He will implement a program to assess academic benchmarks annually. This oversight will include accountability standards/guidelines with teachers and approval of curricula being used in all grades. He/she will lead the school in complying with all NH state regulations for private school education.

3) *Administrative Leadership.* Lastly, the Head of School will provide overall administrative leadership, working with our Administrative Team of two principals, two office administrative assistants and the Assistant to the HoS. He will foster efficient communication within the team, and delegate and execute administrative tasks in a timely manner. This oversight will include aspects of enrollment, staff and board meetings, professional development days, school calendar/scheduling, fundraising tasks, parental engagement, planning, etc. The HoS will also work with the Executive Pastor of Calvary Baptist Church on financial issues, such as budgeting, spending, and pay-roll. He will plan and communicate as the school liaison between the Elder Board of Calvary Baptist Church, the CCA School Board, and the school staff and volunteers.

Job Qualifications:

- *Marked by spiritual maturity.* He/she must be able to generally meet the character qualifications for either a local church elder, or deacon/deaconess as described in 1 Timothy 3:1-7, 8-13; and Titus 1:5-9. 5+ years serving in a like-minded local church in some kind of regular ministry position. An M.Div. degree or B.A in Biblical/Ministry studies would be ideal.

He must have a proven track record of theological discernment, sound interpretation of Scripture, and the ability to preach and teach God's Word. He also must be able to address staff problems, promptly, professionally, and pastorally.

- *Proven experience in education.* The ideal candidate will have had at least 5 years teaching in a public or private school setting, with some experience in school administration. They should also have achieved a teaching certificate, and at least an M.Ed. They should have a working knowledge of best pedagogical practices in Christian Education and be able to supply CCA with a written Philosophy of Education.
- *Proven experience and spiritual gifting in administration.* The ideal candidate should enjoy working with a team of committed Christians and be able to manage a long task list and job calendar. They should have some job-related experience in working with teams and deadlines to get tasks accomplished. A high degree of computer and web-based skills is required, as well as professional-level writing skills.

Compensation:

The starting salary for CCA Head of School is \$45,000/yr.

Inquiries:

Please direct all inquiries to pastorkarl@claremontchristianacademy.com (Pastor Karl Baker is our acting Head of School) and Pastor Dave Golden (Calvary Baptist Church) at pastordave@cbcnh.org

Be sure to attach the following items:

- 1) Write a cover letter summarizing your desire and suitability for the position.
- 2) Fill out the CCA Job Application.
- 3) Include your written Philosophy of Education.
- 4) Include a resume with all related work and educational experience.
- 5) Include 6 references as specified in the job application.