

Purpose of the position:

The superintendent is the chief officer of the school and is in charge of the overall operation of the school. The superintendent is responsible to the Board and operates the school within the policies and philosophy set forth by the Board.

Qualifications:

- Passionate follower of Christ
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith
- Active member/regular attendee of an Bible believing church
- ACSI administrative licensure required
- Masters or higher required
- Committed to growth in the development of a Biblical Worldview
- Displays a spiritually mature Christian role model in speech, attitude, and actions
- Committed to Christ-centered education and the mission of DMCS
- Successful professional experience; principal and/or superintendent experience in a Christian academic institution is preferred
- Possess expertise in strategic planning, academic programming, finance, and Board relations
- A recognized leader in strategic thinking, tactical execution, motivation, and organizational growth
- Demonstrates excellence in communication
- Exhibits an enthusiastic and strong work ethic - be an inspiration to teachers, students, parents, alumni, and donors
- Able to study, understand, and appreciate the current state and future of DMCS

Position:

- Full-time
- Calendar year
- Salaried, at-will employee

Evaluation: Annually by Des Moines Christian School Board of Directors

Reports To: Des Moines Christian School Board of Directors

Direct Reports: Director of Business
Early Education Office Manager
Elementary Principal
Jr. /Sr. High Principal
Administrative Assistant to the Superintendent

Professional Profile:

- Seeks to maintain the unity of the Spirit in the bond of peace.
- Works to strengthen and protect the founding philosophy of DMCS and to extend the mission of the school.
- Assumes responsible leadership of the school.
- Represents the staff to the Board and vice-versa.
- Promotes a quality environment that encourages excellent morale, commitment, and performance.
- Maintains confidentiality.

Responsibilities:

1. Manages the vision and purpose of the School

- a. Communicates and advances the DMCS mission: "Equipping minds and nurturing hearts to impact the world for Christ."
- b. Sets and achieves annual performance goals with the DMCS Board of Directors.
- c. Prepares and maintains a three year strategic plan.
- d. Presents an updated strategic plan to the Board annually.
- e. Facilitates decision making by the Board by providing written proposals that include documentation of the goal, the timeline, the implementation expenses, and the ongoing expenses.
- f. Responds to student achievement data which will inform instructional and curriculum decisions.
- g. Creates and distributes an Annual Performance Report.
- h. Oversees all public relations efforts.
- i. Communicates regularly with staff, teachers, parents, and donors.
- j. Develops and maintains relationships with individual donors who have a desire to financially support the mission and vision of the school.

2. Provides Spiritual Leadership

- a. In coordination with the principals provides meaningful opportunities for spiritual growth and development for all students in an age appropriate manner.
- b. Encourage staff in their faith walk and provides opportunities for spiritual growth and the advancement of the spiritual disciplines of worship, prayer, and Biblical knowledge and understanding.
- c. Directs the integration of faith (worldview) and learning in every aspect of school life and provides professional development for staff in this important work for DMCS.

3. Develops and Manages the Administrative Team

- a. Hiring and supervision of direct reports.
- b. Establishing standards of excellence in all departments.
- c. Evaluates the performance of administrators annually, sharing observations in writing, and makes annual reports to the Board.
- d. Assures all employees are evaluated annually.

- e. Directs the accreditation of the school.
- f. In coordination with the principals directs all matters related to curriculum and instruction, including the regular review and selection of materials and the integration of technology.
- g. Knows and implements pedagogical best practice and creates a climate of continuous improvement for instruction and student learning.
- h. Develops processes for the evaluation of teaching staff to be implemented by the principals and the program director for Early Education.
- i. Implements Board decisions.
- j. In coordination with the Director of Business ensures that an annual audit is conducted, presenting the audit report to the Board.

4. Administrative

- a. Attends all Board meetings except when the terms of personal employment are under consideration.
- b. Publishes a monthly written report to the Board on the state of the school, its achievements, and challenges.
- c. Certifies fulfillment of graduate requirements and awards diplomas to graduates.
- d. Oversees preparation of all personnel contracts and work agreements with the staff for Board approval and signatures.
- e. Serves as a spokesman for the Board.
- f. Responsible for the development of the Emergency Operations Plan.
- g. Directs the professional development of all certified staff.
- h. Meets regularly with personnel directly responsible of planning, evaluation, and prayer.

5. Other duties as assigned by the Board of Directors