

## **ADMINISTRATION**

### **Superintendent: Qualifications, Selection, Evaluation, and Job Description**

#### **I. Qualifications**

- A. A Christian man who has trusted solely in the blood of Jesus Christ for his salvation, with a growing faith and walk with Christ.
- B. A Christian man qualified for spiritual leadership (see “Principles of Spiritual Leadership, Policy #131).
- C. Active and in good standing with a local evangelical church that subscribes to a statement of faith that is consistent with the School’s Statement of Faith (Article 3, Bylaws).
- D. Endorses without reservation (i.e., personally believes and publicly supports) the Declaration of Faith and Statement of Educational Principles as described in Article 3 of the by-laws.
- E. Agrees to the Practical Personal Principles (Policy #132).
- F. Appropriately experienced and certified, under the rules of the Nebraska Department of Education to serve as a Superintendent. A Doctorate or Master’s degree in Educational Leadership, Organizational Leadership, or Business Administration is preferred.

#### **II. The Superintendent will be selected by the School Board as recommended by the Executive Committee and is directly responsible to the School Board.**

#### **III. Responsibilities**

- A. Is the Chief Executive Officer of the School
- B. Promoting and ensuring that the School does not waver from its mission, vision, and values.
  - 1. Provide spiritual leadership and guidance to staff and students.
  - 2. Provide training and encouragement to staff to ensure full understanding and support and implementation of the mission, vision and values in School curriculum and operations.
  - 3. Serve as ambassador for the School and primary liaison to the community to ensure that the School acts consistently with, and carries out its mission, vision and values.
- C. Working with the Board and its committees on policy and governance of the School, including but not limited to the School’s strategic plan.
  - 1. The Superintendent will prepare an annual State of the School report with input from the Administrative Team to present to the Board prior to the beginning of each school year. This report will outline major accomplishments, objectives and concerns, including but not limited to, progress in achieving the priorities of the School’s Strategic Plan.
  - 2. The Board, its committees, and the administrative team will identify specific updates, priorities and action plans for the Strategic Plan to be approved by the Board at least annually, generally during a fall meeting.

3. The Superintendent shall recommend to the Board from time to time updates or revisions to operating policies and procedures.
  4. The Superintendent shall at all times advise and inform the Board with clarity and wisdom.
- D. Managing the School's facilities, including new construction and ongoing maintenance activities.
- E. Recommending and overseeing the annual operating budget and off-budget operating and capital expenditures, including tuition levels and discount/scholarship programs.
- F. Assist the Development Director as appropriate with fundraising, donor cultivation, and planned giving for the School.
- G. Leading the administrators, faculty, staff, and volunteers who serve the school family, including:
  1. Recommending the annual staffing plan to the Human Resources Committee.
  2. In conjunction with the principals as appropriate, interviewing and recommending initial hiring of professional staff (i.e. certified staff, teachers and administrators).
  3. Authorizing hiring of all other staff.
  4. Overseeing the evaluation of faculty and staff, including evaluating direct reports based on written job descriptions kept in the Superintendent's Manual, which is reviewed and approved annually by the Board.
  5. In consultation with other administrators, if appropriate, terminating employees and determining non-renewal of contract employees.
  6. In conjunction with principals, overseeing the development of all faculty and staff for spiritual and professional growth.
- H. Managing the School Improvement Process, including:
  1. Managing the accreditation process for the school.
  2. Managing curriculum development efforts.
  3. Promoting professional development for all staff.
  4. Managing improvements in extra-curricular activities (i.e. athletics, drama, speech, music, cheerleading).
  5. Regular and systematic evaluations of all aspects of School operations.
- I. Assist in implementation of the School's marketing efforts, including communications with current families, prospective families, alumni, area churches, and the surrounding community.
- J. Oversee development and implementation of appropriate technology resources to execute the School's educational mission.
- K. Other duties as assigned by the School Board.

#### IV. Evaluation

- A. Each year prior to the December and June Board meetings, the Superintendent shall be evaluated in writing according to the job description by the Executive Committee with input from the entire Board.

Last Revised 08/31/2015