



King's Academy Christian School

“Reaching a Higher Purpose”

A University-Model School®

Administrator Job Responsibilities

Revised 03-2018

A. Leadership

1. Facilitate a positive, joyful, and welcoming place with high academic and behavioral expectations
2. Be an example for fellow workers by supporting all aspects of the school and be a catalyst for creating a positive atmosphere among the staff
3. Inspire, guide, direct, evaluate school personnel and give leadership to other people committed to the mission of the school
4. Model spirituality for students, parents, and staff
5. Supervise members of the administrative team
6. Dress professionally, setting an example for colleagues
7. Implement and enforce all school policies and procedures

B. Parent and Community Relations

1. Work with the Director of Family Ministries to plan and implement strategies to solicit parental input and involvement in the school
2. Encourage involvement and service to the community
3. Communicate monthly with all parents in an effective manner
4. Communicate and/or conference with individual parents as needed preferably by appointments made through the Director of Family Ministries
5. Participate in parent/teacher conferences as needed

C. Personnel Management Responsibilities

1. Inform the Board of the hiring of teachers and other staff members, salaries, benefits, and working condition improvements
2. Develop and implement written performance evaluations for employees. After evaluations are done by assigned evaluator, administrator will follow up about any disciplinary or exemplary conduct.
3. Communicate school policies, procedures and activities to the staff in conjunction with the Director of Family Ministries
4. Ensure that all electronic files related to the school are maintained in a central repository on the school's computer(s) at all times
5. Teachers should “CC” administrator on “difficult situation” emails. Administrator should conduct periodic RenWeb monitoring of communication.
6. Guide the athletic coordinator in acquiring coaches, forming teams, and communicating information to students and parents

King's Academy, Strengthening East Texas Families, one child at a time

D. Institutional Advancement

1. Support the Board as they plan, organize and promote God-honoring strategies and techniques to develop general financial support (annual fund, capital fund, endowment, deferred giving, grants and special projects)
2. Serve as chief spokesperson for the school and oversee the planning, organization and implementation of strategies to promote and market the school
3. Build strong relationships with businesses and corporations which may result in support for the school

E. Instructional Management

1. Promote positive and productive spiritual and educational development of students in conjunction with the Director of Family Ministries
2. Consistently review and supervise the curriculum and instructional system of the school. (Currently the responsibility of the administrator. In the future, this will be conducted by department heads, when they are established, and overseen by the administrator)

F. Operations

1. Financial
 - a. Assist in the planning of the annual budget and monitor it on an on-going basis
 - b. Present to the Board an annual budget of the school's operational, restricted and capital funds
 - c. Present to the Board Treasurer a financial report every month
 - d. Be accountable to Board for income and expenses in accordance with the budget
 - e. Analyze the needs and present to the Board ideas necessary to accomplish the school's mission
 - f. Provide teachers with contracts and inform bookkeeper of all employee's pay
 - g. Approve expenditures
 - h. Requisition expenditures
 - i. Make recommendations to the Board for annual tuition fees
 - j. Ensure accounts receivable (i.e. tuition, fees, grants, donations, fund raisers, etc.) are handled according to policy and procedure as developed by the Board
 - k. Obtain approval from the Board for any expenditure greater than five hundred dollars (\$500.00)
2. School
 - a. Assist with fundraisers whether financial or development
 - b. Develop schedules for special area classes, lunch, recess, chapel and study hall
 - c. Develop, implement and post emergency plans, emergency crisis plans and conduct drills
 - d. Coordinate all duties related to standardized testing

G. Property Management

1. Coordinate facility use with the church
2. Ensure the contractual obligations are being met in accordance to the "Facility Use Agreement"

King's Academy Christian School

School Administrator, to perform the following general duties:

As the school Administrator:

- You will be required to put in whatever effort and time necessary to effectively fulfill the responsibilities outlined in the Administrator Job Responsibilities

Salary Range \$50-60K

I, _____ understand and agree to perform the above responsibilities to the best of my ability. I understand that my yearly formal evaluation performed by the school board will be based upon the responsibilities listed above. I have also received and agree to the general duties description

Administrator Signature _____

Job Responsibilities reviewed and witnessed by Board Chair:

_____ Date _____