



Chapel Hill Christian School
Preschool through Sixth Grade

Full Job Description for Lead Administrator

Full-time, Exempt

Reports to: Chair of the Board of Trustees

About the school:

Chapel Hill Christian School (“CHCS”), is a private Christian elementary school of over 400 students on two campuses. In 1963, the Chapel Hill Church in Cuyahoga Falls, Ohio was led to create a Sunday School and a Christian Day School program. These programs gave way for physical expansion of the Church and the subsequent completion of this expansion made available a facility which became the home of Chapel Hill Christian School, with sessions first beginning in September 1966. In 1977, the South Campus of Chapel Hill Christian School was established to meet the rising demand for quality Christian education in South Akron.

Since its founding in 1966, CHCS has understood the relationship of a nurturing environment, traditional values, a quality academic program, and cultivation of Christ-like character. We believe that academics is only a small part of a student’s total education. Spiritual and moral values, proper attitudes, respect for authority, the rights and feelings of others are considered of major importance in training children to become mature Christian leaders

General Description

The Lead Administrator oversees the accounting, financial, operational, marketing, administrative, human resources, facilities, and academic functions and activities of Chapel Hill Christian School’s two campuses.

Position Qualifications:

- Candidates must possess a minimum of a Master’s degree.
- Candidates must have a minimum of 10 years’ experience in an educational or leadership setting.
- Exceptional communication, organizational, and leadership skills.
- Experience in advancement and development.
- A strong Christian who is mature in their faith and rooted in Evangelical beliefs.

Preferred

- 3-5 years of experience as a School Administrator, Principal, Vice Principal, or comparable experiences leading a team or organization.

Specific Responsibilities

- Proactively establish and maintain the spiritual, ethical, and moral tone of the school through implementing key projects and personal leadership.
- Work closely with the Board of Trustees, campus Principals, and faculty and staff to oversee the development, implementation, and fulfillment of annual and multi-year strategic plans, goals, and mission of the school.
- Staff and attend, either directly or indirectly, certain committees of the Board of Trustees including, but not limited to Finance, Marketing, Investment, and Building & Grounds Committees, as assigned.
- Assess and manage the financial stability of the school by steering the budgetary process, preparing financial forecasts, managing audits, administering purchasing and collection efforts, and documenting the same.
- Monitor the implementation of the school's curriculum, enforcement of academic standards, and integration of Biblical principles.
- Provide collaborative leadership and direction for the school's administrative departments by managing day-to-day workflow, processes, and priorities.
- Foster a strong and united staff by actively collaborating with, mentoring, and training faculty and staff and setting well-defined human resource policies which consistently assess performance against defined and measurable goals.
- Ensure the school's compliance with all federal, state, and local regulatory requirements related to staffing, policy development and enforcement, zoning, health and safety, security, and licensure.
- Create opportunities for revenue generation in order to improve fund raising and the endowment fund.
- Effectively manage the advancement and development of the school through fostering relationships with benefactors, educational specialists, community leaders, and local pastors and churches, while communicating the value of Christian education.

Please send a cover letter, resume, and your personal statement of faith to:
searchcommittee@chapelhillchristianschool.org

For additional information about Chapel Hill Christian School, please visit
www.chapelhillchristianschool.org.

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