

PHBC Minister of Christian Schools

Qualifications and Responsibilities

Description of Position

Parma Heights Baptist Church is seeking a Minister of Christian Schools who will function as the Administrator and academic head of Parma Heights Christian Academy K-6 and Sonshine Preschool. The position serves under the direction of Parma Heights Baptist Church and the Parma Heights Christian Academy and Preschool School Board.

A 7th and 8th grade Middle School program is being considered in the future.

Spiritual/Personal

- A. Born again Christian experience.
- B. Evidence of fruit of the Spirit.
- C. Requires active membership at Parma Heights Baptist Church.
- D. Views self as called of God to ministry of Christian education.
- E. Capable of leading students to a saving knowledge of Jesus Christ.
- F. Active in daily prayer and Bible study.
- G. The Minister of Christian Schools must be one who has sensed a divine call to minister to children in an educational setting. He or she has accepted Jesus Christ as personal Lord and Savior and has given consistent evidence of a Biblical lifestyle. The incumbent has a servant spirit and commitment to a life of moral purity, integrity and Godly character and agree and comply with the Statement of Faith of Parma Heights Baptist Church.

Academic

- A. Minimum of a Master's degree from an accredited college or university with a major in Education Administration along with practical classroom experience.
- B. Requires two years of experience in education administration (K-8) preferred.
- C. Must have experience in a Christian Education environment.
- D. ACSI certification or related certification preferred.

Leadership Skills

- A. The Minister of Christian Schools must have developed the skills to motivate, mobilize, organize, and work well with people: one who can set goals and build a team spirit among the faculty and parents: one who can and will communicate well with all constituents and be fair and consistent in relationships. He or she must be decisive but sensitive in decision making and conflict resolution and willing to maintain fair and consistent discipline of students. He or she must be one who plans ahead and gives definite direction for running the school.

Relationship to Parma Heights Baptist Church

- A. Participate in and help foster a spirit of unity on the Pastoral Team and the area of ministry with which he or she will be working and attend pastoral team prayer times and meetings.
- B. Work under the general supervision of the Senior Pastor in envisioning and guiding his areas of ministry.
- C. Administer Parma Heights Christian Academy (PHCA) and Sonshine Preschool in conformity to the philosophy, policies and procedures adopted by the Academy Ministry, which has oversight responsibility for the PHCA, and the Community Ministry, which has oversight responsibility for Sonshine Preschool.
- D. Facilitate the work of the Ministry Teams by the submission of requested reports, documents, suggested policies, etc. relative to the operation of PHCA and Sonshine Preschool and attend Ministry Team meetings once a week.
- E. Provide leadership in the accomplishment of the spiritual mission of PHCA and Sonshine Preschool.

Personnel

- A. Direct the daily operation of both schools through the supervision of staff, coordination of activities, and setting the tone for a quality educational program.
- B. In cooperation with the PHCA Board, manage personnel functions, including recruiting staff, developing teaching contracts, interviewing and recommending to the PHCA Board on hiring staff, managing salary and benefit programs, and making recommendations as to the continuance, dismissal or discipline of staff.
- C. Establish clear lines of authority, assign personnel, develop job descriptions and staff guidelines, and conduct periodic teacher observations and teacher/staff evaluations in cooperation with the PHCA School Board. Oversee yearly teaching schedule for preschool.
- D. Meet with faculty and staff daily for prayer and encouragement.
- E. Meet regularly with faculty and staff to ensure coordination of programs and quick problem resolution.
- F. Work with PHCA and Sonshine Preschool unit personnel/assistants in supervision of staff, improvement of instructions, selection of curriculum, and the development, revision and administration of disciplinary measures.

Fiscal Operations

- A. Establish and implement procedures for the admission of students. Make the final in-school decisions on the acceptance or non-acceptance of students. Conduct interviews with parents of prospective students as requested.
- B. Provide long range planning of school events, maintain annual calendar, coordinate events of PHCA and Sonshine Preschool with events of the Church to insure room and equipment availability.
- C. Develop, disseminate and implement school policy manuals for staff, parents and students in conjunction and with approval of Ministry Teams.
- D. Coordinate activities related to all school functions, in-service programs, school parties, etc.
- E. Be consistent in follow-through with decisions, plans and programs.

- F. Oversee all special projects; i.e. special services, work trips, school trips, concert/programs, staff retreats/conventions etc.
- G. Oversee the distribution of yearly budget approved by the PHCA Board and PHBC Board. Responsible for adhering to the approved yearly budget and overseeing and distributing monthly financial reports as prescribed by the PHCA Board and PHBC Finance Board.

Public Relations

- A. Coordinate activities of PHCA Parent-Teacher Fellowship (PTF) and Parent Advisory Committee. Encourage parent volunteer programs. Attend all PTF meetings and special events/programs of both schools.
- B. Oversee publication and dissemination of parent newsletters.
- C. Coordinate the public relations efforts of both PHCA and Sonshine Preschool, including development of brochures, media releases, etc.
- D. Serve as liaison between PHCA and Parma City School District and any other public or private educational institutions or entities with which PHCA might interface.

Other Responsibilities

- A. Provide Leadership in obtaining and maintaining accreditation of PHCA. Oversee activities in filing annual state licensing documentation for the Sonshine Preschool. Monitor changes in PHCA accreditation process and state licensing law changes with respect to elementary schools, including meeting with state inspectors.
- B. Coordinate the remedial services (Learning Disabilities, speech, tutoring) in cooperation with the Parma School District.
- C. Consult with parents as requested for problem resolutions and provide leadership in the parent education and parent prayer activities. Coordinate PHCA schedule to allow time to greet Sonshine Preschool parents as they drop-off or pick-up children.
- D. Be professional, fair, and when possible, supportive of teachers when resolving difficulties which may arise between students, parents, Ministry Teams, and Deacon Board and carry out proper disciplinary procedures. (See Handbook)
- E. Assume any and all other duties assigned by the Academy Ministry, the Community Ministry Team, and the Deacon Board which assure the successful operation of PHCA and Sonshine Preschool.