



Title: Village Christian Academy Head of Schools

Reports to: Lead Pastor

Summary: Village Christian Academy is a ministry of Village Baptist Church. The Head of Schools is hired by the VCA School Committee and Lead Pastor and is responsible for providing strategic leadership of VCA's operations, faculty, staff, and students in accordance with Village Baptist Church Mission Statement, Core Values, and Statement of Faith. He oversees enrollment, develops school policies and procedures, recruit employees, and monitors the Christian educational program at Village Christian Academy.

It is desirable that church employees regularly attend worship services (virtually or physically). By doing so, they will be more in touch with Village Baptist Church's life, activities, and patterns.

Essential Responsibilities:

Organizational Development:

- Performs tasks as assigned by the VCA School Committee and the Lead Pastor.
- Establishes and implements administrative/management policies and procedures to ensure effective, secure, and efficient operations at Village Christian Academy.
- Adheres to the Village Christian Academy Governance Policy.
- Create a school environment to nurture students spiritually, academically, physically, and socially.
- Attends Village Baptist Church staff meetings and acts as liaison between church and school.
- Develops a strong relationship with the VCA School Committee based on mutual respect, unity, vision, and mission.
- Ensures the VCA facilities are secure, safe, and well-maintained.
- Attends and supports Village Baptist Church.

Fiscal Leadership:

- Collaborates with the Director of Finance and VCA School Committee to work within a balanced budget.
- Provides quality leadership in establishing a relationship with the Director of Admissions for appropriate admission cost and other school fees that serves VCA and the community.
- Gives general approval and researches fundraiser programs for community involvement that directly impacts Village Christian Academy.

Curriculum and Faculty Development:

- Ensures the administrative and staff positions are filled with qualified individuals who agrees with VBC Mission Statement, Core Values, and Statement of Faith.
- Recruits, screens, and hires employees with the established VCA pay scale and VBC guidelines.
- Provides consistency in supervision, support, and evaluation of VCA faculty and staff.

- Oversees VCA professional development plans and performance assessments for all staff.
- Maintains an active accreditation status with ACSI and investigates ways to promote a school of excellence.

Student Development:

- Establishes appropriate student enrollment, recruitment, and retention for a healthy environment.
- Ensures the textbooks and curriculum are properly evaluated, adopted, and implemented to create an environment for Christian learning in all areas of life.
- Will consistently work toward improving VCA in academic performance and personal spiritual development.

Qualifications:

- have a M.Ed or Ph.D. in school administration and supervision.
- have completed a course in Christian philosophy of education or within one year of the hire date.
- have experience in or knowledge of Christian education.
- have an understanding of and commitment to ACSI's educational philosophy and educational objectives.
- have strong written skills and be a verbal communicator with a positive impact within the school environment, Village Baptist Church, and the school committee of Village Christian Academy.

Vision:

Connect People to Christ and His Family

Mission:

We Exist to Fulfill the Great Commission

Values:

- Holiness (1 Peter 1:16)
- Humility (Philippians 2:3)
- Honor (Romans 2:10)
- Honesty (Ephesians 4:15)
- Hospitality (Hebrews 13:2)
- Hustle (Colossians 3:23)
- Hunger (Proverbs 1:5)
- Health (1 Timothy 4:8)
- Help (Philippians 2:4)
- Humor (Proverbs 17:22)

Work Schedule: Salary Employee (40 hours per week expected), 12-month employee