



**Appendage “A”  
Duties and Responsibilities**

**Job Description**

Position Title	Administrator/Principal
Job ID	
Location	Orrville, Ohio
Closing Date	Open until filled
Posting Type	Internal / External

**Basic Job Information**

Reporting To	Board of Trustees
Duration	Permanent Full-Time Position
Hours of Work	This Position Works a Standard 40 Hour Work Week Year-Round
Travel	Limited Travel Required

**Areas of Focus**

To work as a leader within the school to help create an environment whereby Christ is first in all we do, and faith and Discipleship of students is fully integrated with academic development. To help create a culture that naturally and readily accepts that academic development is a subset of Discipleship and that developing students spiritually is as important as developing them academically. To manage and direct the delivery of educational services (pre-K – Grade 12), including management of all teachers, assistants, and allocated administrative support staff. To manage the delivery of educational services in a manner that will satisfy the school’s vision and mission.

The school’s vision is, *“Kingsway Christian School will assist parents in nurturing each student to realize their value in Christ, challenging them to reach their full potential in all areas of life, as defined by loving God with all our heart, soul, mind, and strength and loving our neighbor as ourselves,”* while its mission is, *“Preparing life-long learners who impact the nations for the glory of God.”*

To work in conjunction with the senior leaders and the Board of Trustees to create and implement intentional programs designed to assist the staff, teachers, parents, and students in their academic and spiritual development. To understand the vision, mission, core values and philosophy of education of the school and ensure that all educational activities, programs and elements move the school in that direction. To work with the leaders and Board of Trustees to develop annual objectives and plans that lead the school to the realization of its vision and mission.

## **Specific Responsibilities & Requirements**

*The main areas of responsibilities and requirements are:*

- Support and align performance of position with the Vision, Mission, Core Values, and Christian Philosophy of Education of the school as stated in Schedule “A” attached.
- Adhere to and behave in a manner consistent with the Statement of Faith as stated in Schedule “B” attached.
- Understand that the school represent Jesus Christ and to therefore conduct yourself in a manner that preserves the school’s reputation and Christian witness throughout the community.
- Maintain a lifestyle based on biblical standards of moral conduct.
- Affirm that this is your spiritual calling and that being an employee of the school is God's direction for your life.
- Consider yourself as a minister by daily teaching and modeling biblical faith.
- Manifest by daily example the highest Christian virtue, serving as a Christian role model (1 Timothy 4:12) both in and out of school to students (Luke 6:40), parents, and fellow employees.
- To ensure that educational instruction in the school is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience.
- Refrain from such activities as the use of tobacco, illicit drugs, vulgar and profane language, and other addictive behaviors. (Col. 3:17, Titus 2:7-8)
- Moderate the use of consumable items such as alcoholic beverages and be diligent not to tempt others so that they do not stumble into sin.
- Guard your testimony and Christian witness when posting or communicating on any form of social media.
- Be a Christian role model by faithfully attending, and financially supporting, a local church whose fundamental beliefs agree with the School’s Statement of Faith (Hebrews 10:25).
- Dedicate yourself to prayer and a daily time of meditation in the Word of God and actively pursues a relationship with God (Ps. 42:1-2; 1 Tim 4:7).
- Follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report.

- Resolve differences by utilizing Biblical principles, always presenting a united front. (Titus 3:2 and Galatians 5:15 TLB)
- Maintain appropriate confidentiality in matters regarding student, parent, personnel, and school matters.
- Ensure all obligations under state law regarding child abuse reporting requirements are fulfilled.
- Maintain a school atmosphere that is conducive to learning. This includes maintaining a professional appearance.
- Ensure the creation and approval of an annual school year syllabus allowing sufficient time for it to be implemented properly and effectively.
- Ensure the creation and approval of weekly lesson plans for all coursework allowing sufficient time for them to be implemented properly and effectively each school year.
- Uphold the school's constitution and bylaws, and develop administrative policies, procedures, and programs that will implement the directives of the Board of Trustees.
- Adopt day-to-day operational practices that are a consistent model of integrity, efficiency, and accountability.
- Help create a culture and environment where students accept God's gift of salvation and help them grow in their faith through your witness and Christian role modeling.
- Develop an annual plan for the delivery of educational services including goals and objectives for learning outcomes.
- As leader of a team of educators, the primary responsibility is to equip and empower those under your supervision to perform their duties in excellence and to align with the vision and mission of the school and to be strong spiritual mentors to students.
- Provide leadership and support to educational staff in understanding and achieving agreed to objectives, in conflict resolution, and in making operational decisions.
- Lead regular meetings with the staff to ensure two-way communication takes place, objectives are met, results are achieved, and issues resolved.
- Collaborate with the teachers and staff in implementing intentional programs and processes that lead to the attainment of the school's vision and mission and associated annual goals and objectives.
- Develop and implement plans to continuously improve personal academic performance and the discipleship of students.
- Ensure the requirements of governing authorities are satisfied.
- Ensure continuous technical and spiritual advancement for staff and students by staying abreast of new developments ensuring continuous improvement of programs.
- Recruit and develop a teaching staff to ensure the attainment of student's personal academic potential and the discipleship of students.
- Develop plans and reports as required by governing authorities.
- Assist the Board of Trustees in developing policy consistent with the vision/mission of the school.
- Lead the development of the annual educational operating budget and manage spending within budget provisions.

- Manage, motivate, correct, evaluate, guide and coach the educational staff and administrative support personnel.
- Identify staff and materials/supplies requirements to ensure annual objectives are met.
- Approve all Purchase Requests and spending regarding educational requirements within policy guidelines.
- Develop and/or source curriculum and courses that meet the learning needs of the students and position the school as a leader in Christian Education and Private Schools.
- Help develop a Discipleship process for all teachers, students and families that is fully integrated and seamless within the school program such that learning is encompassed by spiritual development and formation.
- Represent Administration on school committees in an advisory capacity.
- Maintain relationship with educational suppliers/vendors to build trust and positive community relations.
- Ensure the coordination and success of the enrollment process, including policy and procedure development, interviews with new families, evaluations regarding re-enrollment of current families, and authorization of registrant acceptance.
- Work with the Board of Trustees to develop, implement and achieve key strategic objectives on an annual basis designed to move the school one step closer to realizing its vision and mission.
- Other responsibilities as assigned by the Board of Trustees.

## **Position Profile**

To successfully respond to the challenges of the role, the administrator/principal will be a highly committed and energetic individual and should represent the below mentioned characteristics (both personal and professional experience):

- Be a devoted follower of Jesus Christ, demonstrating Christ-Like character and the Fruit of the Spirit;
- Strong understanding of the school's organization and a belief and passion for its mission, vision, core values, and philosophy of education as described in Schedule "A."
- A strong team player who communicates openly, honestly and who acts on behalf of the school's best interest;
- Strong analytical and strategic thinking abilities,
- Able to research and analyze information to make logical, rational decisions;
- A lover of people and able to build strong interpersonal relationships;
- Works effectively in a changing environment;
- Excellent oral and written skills;
- Highly-developed attention to detail;
- Strong organizational skills;
- Must be able to manage multiple tasks with an ability to prioritize;
- Optimizes time and resources ensuring high quality work;
- Focus on results, bringing initiatives to a successful conclusion;

- Ability to deal professionally and respectfully with internal and external stakeholders;
- Strong interpersonal and customer service skills;
- Creative and willing to present new ideas;
- High degree of professionalism and organizational discipline;

## **Professional Qualifications**

The principal will have the following qualifications:

- Must possess a license to teach and be certified in Ohio.
- Must Possess a valid Principal's license in the state of Ohio.
- Minimum of 3 years' successful experience as a principal or 5 years' successful experience as a Vice Principal or Dean of Students or equivalent;
- Track record of success in managing and motivating teaching staff and educational assistants.
- Proven ability to manage parent relationships and meet their needs;
- Proven ability in the development of educational objectives and outcomes;
- Proven ability to create an environment of Discipleship where students are developed spiritually.

## **Operating Model**

- Reporting Lines: Reports to the Board of Trustees
- Lead weekly Education team meetings as required;
- Participate in monthly meetings with the Board of Trustees to review attainment of objectives, results, priorities, opportunities and issues.

**Schedule “A”**  
**KCS Vision, Mission, Core Values & Philosophy of Education**

**Vision**

*“Kingsway Christian School will assist parents in nurturing each student to realize their value in Christ, challenging them to reach their full potential in all areas of life as defined by loving God with all our heart, soul, mind, and strength and loving our neighbor as ourselves.”*

**Mission**

*“Preparing life-long learners who impact the nations for the glory of God.”*

**Core Values**

**God’s Word**

We honor God’s word as foundational for truth and governing principles guiding our school. “All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17

**Model Christ**

We honor Christ as our teacher, following Him to become like Him. “But if anyone obeys His Word, God’s love is truly made complete in him. This is how we are in Him: Whoever claims to live in Him must walk as Jesus did.” 1 John 2:5-6

**Community**

We honor the body of Christ by living and working as representatives of God’s kingdom. “If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose.” Philippians 2:1-2 “Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues, put on love, which binds them all together in perfect unity.” Colossians 3:12-14

**Value of Each Person**

We honor each person as made in God’s image and for His purpose. “For you created my inmost being; you knit me together in my mother’s womb. I praise you

because I am fearfully and wonderfully made; your works are wonderful; I know that full well.” Psalm 139:13-14

### **Excellence**

We honor God in all we say and do.

“Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown

that will not last; but we do it to get a crown that will last forever.” 1 Corinthians 9:24-25

“Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know

that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.”

Colossians 3:23-24

### **Philosophy of Education**

A Christian Philosophy of Education calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God’s Word. Because God is Truth, He brings a unity of truth to all of His creation. No subject can be taught in its totality if the Creator is ignored or denied.

**“Jesus said to him, ‘I am the way, and the truth, and the life. No one comes to the Father except through Me.’” (John 14:6)**

**“ ... all things were created through Him and for Him. And He is before all things, and in Him all things hold together.” (Colossians 1:15-17; 16b-17)**

**“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)**

Christian education promotes learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God’s place in it; emerging from such knowledge comes wisdom.

**“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)**

**“Wisdom is a tree of life to those who take hold of her.” (Proverbs 3:18)**

A true Christian education obligates the teacher to assist his or her students to understand more than just the content of a given subject. To that end, our educational philosophy goes beyond the content as represented in the goals shown below.

## **RELATIONSHIPS**

Our goal in relationships is not only to develop friendships we enjoy; it is to live an unoffended lifestyle with love for one another that transcends all human boundaries. "For you yourselves have been taught by God to love each other." 1 Thessalonians 4:9

## **BIBLE**

Our goal in Bible classes is not only to put Biblical facts in student's minds... It is to put principles of righteousness in their hearts. "I have hidden Your word in my heart that I might not sin against You." Psalm 119:11

## **ATHLETICS**

Our goal in Athletics is not only winning a championship, it is developing character in our athletes that produces champions for Christ. "Let us run with perseverance the race marked out for us." Hebrews 12:1

## **LANGUAGE ARTS**

Our goal in Language Arts is not only to develop eloquence in speech and writing, it is to develop a discerning heart that can hear the voice of God over the voices of men. "God gave knowledge & understanding of all kinds of literature & learning." Daniel 1:17

## **FINE ARTS**

Our goal in fine arts is not only to express our talents for the enjoyment of others, it is to reflect the creative genius of the King of Glory and carry the hearts of His people into his very presence. "Praise the Lord... sing to Him a new song; play skillfully, and shout for joy." Psalm 33:2-3

## **HISTORY**

Our goal in history is not only to learn the dates and events of the past, it is to understand how the fallen nature of man has left him without hope and that Christ stands in the center of history as our only hope. "...He marked out their appointed times in history and the boundaries of their lands." Acts 17:26

## **MATHEMATICS**

Our goal in math is not only to learn math tables and solve problems, it is to learn that at its very essence, math is revealing the mind of God in the order of the universe. "Who has measured the waters in the hollow of His hand or with the breadth of His hand marked off the heavens?" Isaiah 40:12

## **MISSIONS**

Our goal in missions is not only to participate in mission projects, it is to develop the perspective that every Christian's calling is a mission field. "...live a life worthy of the Lord and please Him in every way: bearing fruit in every good work..." Colossians 1:10



## SCIENCE

Our goal in science is not only to learn the facts of science... It is to see God revealed in the wonder of His creation. "...God's invisible qualities - His eternal power and divine nature - have been clearly seen..."Romans 1:20

## TECHNOLOGY

Our goal in technology is not only to learn the functions of hardware and software, it is the innovative use of technology in the educational process and to prepare students to wisely use its potential to advance His Kingdom. "I have become all things to all people so that by all possible means I might save some." 1Corinthians 9:22

"Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you." (Phil. 4:8–9).

In addition to an integrated approach to knowledge, a Christian philosophy of education calls for the whole child to be educated for life – spiritually, mentally, socially, and physically. Jesus admonished His disciples, "Permit the little children to come to Me, for of such is the Kingdom of heaven." (Matt. 18:3) In Christian schools, students can come to know Jesus on a daily basis, as they are discipled as complete creations in Him. Spiritual mentoring and modeling, godly self-discipline and Christ-like expectations of how to treat one another can be woven into the fabric of each child's life.

**"...You shall love the Lord your God with all your heart and with all your soul and with all your mind...You shall love your neighbor as yourself." (Matthew 22:37- 40; 37,39)**

**"For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them." (Ephesians 2:10)**

Finally, The Word of God is clear in making parents responsible for the education of their children. "You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise." (Deut. 6:4-9;7) In entrusting the church and school to help them in this task, parents rightly ask, "What is to be the end result of learning?" John Milton, in 1644 wisely answered, "The end, then, of learning is to repair the ruins of our first parents by regaining to know God aright, and out of that knowledge to love Him, imitate Him, to be like Him."

"A pupil is not superior to his teacher, but every one [when he is] completely trained—readjusted, restored, set to rights, and perfected—will be like his teacher." Luke 6:40  
The Amplified Bible

## **Schedule "B"** **Statement of Faith**

**We believe** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:16, 2 Peter 1:21)

**We believe** there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)

**We believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15 & 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

**We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19 & 5:24, Romans 3:23 & 5:8-9, Ephesians 2:8-10, Titus 3:15)

**We believe** in a resurrection to eternal life in heaven and a resurrection to eternal condemnation in hell. (John 5:24-29)

**We believe** in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 2:26-28)

**We believe** in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, 1 Corinthians 3:16 & 6:19-20, Ephesians 4:30 & 5:18)

**We believe** the institution of marriage and the Biblical roles of manhood and womanhood are ordained and designed by God. We believe that the term "marriage" has only one meaning and that marriage is sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in scripture. We believe any form of sexual immorality is sinful and offensive to God. This includes, but is not necessarily limited to living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or an alternative gender identity; or promoting such practices. (Genesis 1:27; 2:18-25; Matthew 19:4; Mark 10:6)

**We believe** in the sanctity of human life, which begins at conception. (Psalm 139)