



BRIARWOOD CHRISTIAN SCHOOL

Upper School Head Job Description

The Head of the Upper School is responsible for the success of the Upper School as guided by the Superintendent. The Head of the Upper School (hereafter, the “Candidate”) provides spiritual, educational, and administrative leadership to the school. The Candidate is to inspire, lead, and direct all phases of the school’s operations, programs, personnel, and environment in accordance with the direction and policies established by the Briarwood Christian School Board and administered by the Superintendent. Salary and benefits will be competitive and commensurate with experience.

Personal Qualifications

1. Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Be an active member in good standing of a Trinitarian, Evangelical church.
- Believe and actively support the school’s **Statement of Faith**.
- Demonstrate a desire for spiritual growth as evidenced by the Candidate’s prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God’s biblical standards for sexual conduct. Luke 6:40.
- Evidence the fruit of the Spirit in dealing with people. Galatians 5:22-23.
- Ability to share the Christian faith with others.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure the campus work environment is Christian-based, nurturing, wholesome, and loving.
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching.
- Work with the Superintendent and other designated staff to address the spiritual formation needs of the students.

2. Required Professional Qualities

- Hold a Master’s degree in education from an accredited postsecondary institution.
- Preferably have 5 years of successful classroom teaching experience, and 3 years of successful administration experience.

- Preferably have 3-5 years in Christian Education preferred.
- Possess evidence of other adequate preparation, background, or experience as determined by the Superintendent in partnership with the BCS school board.

3. Required Personal Qualities

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train up a child in the way he should go.” Proverbs 22:6.
- Be an enthusiastic visionary and an encouraging self-starter with a high energy level.
- Speak with clear articulation. Exude exceptional communication skills both written and oral.
- Demonstrate a sensitivity and ability to interact effectively with staff, parent, volunteers, and children.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Defend principles and conviction in the face of pressure and partisan influence in accordance with God’s word. 1 Peter 5:15.
- Recognize personal mistakes and take measures to correct them.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the BCS community.
- Place school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be a model of God’s ideal for the family and promote biblical manhood and womanhood.
- Demonstrate a commitment to Christian education by having his or her K-12 school-age children enrolled in Briarwood Christian School.

Educational Duties

1. Academic Leadership

- Have knowledge and understanding of the Christian philosophy of education that will enable the Candidate to provide leadership and guidance in the school’s development of and commitment to a Christian world view.
- Lead in such a way that the school’s expected student outcomes are thoroughly addressed through educational programs.
- Have knowledge of the school’s curriculum, standards, and its mission. Hold school administrative staff accountable for meeting the goals of school curriculum.
- Provide and oversee structure, procedures, personnel, time, and resources for curriculum development.
- Know the requirements and procedures for accreditation and provide leadership for the obtaining of school accreditation or maintaining current accreditation.
- Plan for implementation of the major recommendations submitted by the

accreditation visiting committee.

- Have knowledge of the physical/emotional development of children and understand the problems they face while growing up.
- Ensure that school classrooms reflect a professional and Christian environment.
- Keep abreast of major current trends in education in general and Christian education through reading, graduate studies, conferences, and contacts with other educators.
- Report the results of standardized testing programs in relation to state and national assessment data which will be understood and useful to the Superintendent, School Board, and parents.
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training.
- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher/child or child/parent relationships.
- Evaluate employees using formal and informal evaluation and hold evaluation conferences for staff members.
- Administer policy for classification, promotion, or retention of students in the school program.

2. Administrative Leadership

- Have a thorough knowledge and understanding of the philosophy and objectives of the school.
- Provide the school environment with appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Have the ability to accomplish the goals and objectives assigned by the Superintendent and school policy.
- Provide leadership in planning of the master schedule.
- Manage personnel affairs including securing staff and recommending continuance, dismissal, or discipline of staff.
- Provide oversight and leadership for staff meetings and in-service opportunities.
- Meet on a regular basis with the Superintendent through the structure of the Executive Team to ensure coordination of programs and prompt problem resolution.
- Lead assistant principals in supervision of staff, improvement of instruction, and selection of curriculum.
- Assure that school staff communicates with parents consistently and expediently.
- Be available to assist teachers in matters relating to student needs and problems.
- Oversee and maintain positive discipline while assuring that discipline is consistently administered within biblical guidelines.
- Maintain a physical presence with the students by attendance at athletic contests, and participation in school chapels, assemblies, and other

presentations.

- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Possess the ability to interact effectively with school constituents and community entities.
- Provide for the appropriate delegation of responsibilities and authority within the school.
- Conducts emergency drills and periodic building and property safety inspections.
- Involve parents in prayer, volunteerism, input, and decision making, as appropriate.

3. Governance

- Keep the Superintendent informed on issues, needs, and operation of the school system at all levels.
- Seek and accept constructive evaluation of the Candidate's job performance.
- Provide information and counsel to the Superintendent on the educational challenges and procedures for the secondary level of the school.
- Keep the Superintendent informed on issues, needs, and operation of the junior high school and high school.
- Provide input to formation of the school's long-range strategic plan.
- Communicate with the Superintendent when differences of opinion exist in an earnest effort to resolve such differences in a biblical manner. Matthew 18:15-17.
- Support School Board policy and decisions to the staff, parents, and public.

4. Personnel

- Establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.
- Treat all personnel fairly without favoritism or discrimination, while insisting on performance of duties.
- Ensure that all school personnel have current written job descriptions.
- Establish and refine staff development and in-service programs on and off campus.
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the Superintendent regarding cases of assignment, transfer, promotion, non-renewal of contract, or dismissal.

5. Business and Finances

- Possess awareness and understanding of basic business and financial concepts and the ability to utilize these concepts to meet the needs of the school.
- Provide input to the Superintendent for the development and implementation of the school's long-range financial plan.
- Provide input to the Superintendent for the annual budget.
- Oversee and manage the Upper School's budgetary expenditures and procedures.

6. Development and Public Relations

- Provide support for development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention.
- Cultivate appropriate relationships with the State Department of Education, other government agencies, the local school district, and ACSI.
- Recognize the importance of working cooperatively with organizations and play a role in state and regional organizations which impact the school.
- Represent the school at parent, church, and community groups, as able.
- Act on suggestions and requests in an appropriate manner giving prompt attention to the resolution of complaints.
- Be available for staff or parent conferences.