



President Candidate Profile

Reporting to	Chairman, Board of Directors
Job Description	Responsible for leadership, supervision, and directing the operational functions of Ezell-Harding including: programs (academic, athletic, co-curricular, auxiliary, etc.), enrollment/recruitment, fundraising/development, public relations, personnel, finances, and facilities management. Serves as the chief spokesperson and representative of Ezell-Harding. Provides spiritual leadership to faculty, staff and students.
Minimum Education/Experience Qualifications	<ul style="list-style-type: none">• Bachelor's degree in job related area required; Master's degree preferred• 5+ years of successful administration experience in an educational environment or related management experience• Active member of Church of Christ
Desired Profile	<ul style="list-style-type: none">• Strong spiritual leader, integrity, and excellent character• Successful experience in enrollment management, retention, marketing and fundraising.• Excellent listening, written and verbal communication skills• Great collaborator, motivator and team-builder; ability to work well with the Board of Directors, faculty, staff, students, parents, alumni, donors and the community• Ability to develop strategic vision, initiatives, planning, implementation• Passionate and knowledgeable of academics• Ability to "roll up sleeves" to make it happen; great follow-thru
Mission/Vision	Dedicated to the ideal of helping each student realize the full potential God has instilled in him/her. To be a place where students can learn for their future on earth and for eternity. Further integrate the areas of Believing, Learning, Creating, Competing, and Growing.
More Information	Please see detailed job description for more information regarding the duties and expectations.
How to Apply	Please send Curriculum Vitae, Cover Letter, and Salary Requirements to searchteam@ezellharding.com

EZELL - HARDING CHRISTIAN SCHOOL

JOB DESCRIPTION

Job Title: President

Principal Function:

Responsible for leadership and supervision of every aspect of the operation of the school.

Relationship To:

Reports to Chairman, Board of Directors, works closely with the Administrative team including principals, chief financial officer, director of admissions, and others.

Education: Under Graduate degree required Graduate degree preferred

Duties:

- **Spiritual**
Provide spiritual leadership to faculty, staff and students.
Supports daily Bible instruction and regular chapel services.
- **Programs:**
 - **Academic Programs:**

Work with principals and faculty to plan, implement, administer, and evaluate academic programs at all levels.

Work with principals and faculty to insure our academic programs will preserve and enhance our academic standing in the community and its accreditation standing with the accrediting agencies.
 - **Co-curricular Programs:**

Work with principals, athletic director, faculty, parents, and other volunteers to plan, promote, and implement appropriate programs that will enhance our students spiritual, physical, and social experience.
 - **Auxiliary Programs:**

Work with chief financial officer, principals, and others to plan, promote, and implement, appropriate programs and activities in auxiliary programs.

Work with chief financial officer and others to monitor revenues and expenses to insure these programs are operating in a fiscally responsible manner.
 - **Program Support**

Make sure all programs have adequate resources including supplies, equipment, personnel and facilities to meet the objectives of the program.
 - **Program Support**

Assure that appropriate records are maintained in all programs as may be needed by the school, its constituents, and other agencies.

o Planning

Work with board, administration, and faculty in periodic planning.

Collect necessary financial, demographic, enrollment, and academic performance data needed to facilitate such planning activities.

Remain aware of trends and research in education, curriculum, technology advances, and programs and practices at other public and private schools that may be relevant and appropriate for EHCS.

Work with principals and other staff to continue work on school improvement plans to strengthen existing programs and add appropriate new programs, activities and courses to better serve students and maintain accreditation.

o Finance

Work with chief financial officer to develop budgets and policies for Finance Committee and Board review and approval that will provide for the sound fiscal operation of the school.

Monitor monthly financial results in order to respond in a timely and effective manner to any significant budget variances.

Work with chief financial officer to insure that all our financial systems are cost effective and provide internal controls that safeguard the schools assets and meet all external audit requirements.

Recommend tuition rate and salary adjustments annually.

Review and make recommendations regarding tuition assistance.

o Personnel

With the assistance of the management team, identifies the teaching and non-teaching positions needed to operate and carry out the programs of the school.

With the assistance of the management team and in consultation with the

Board selects and employs qualified personnel.

Makes recommendations for a fair and effective system of all staff

Encourages professional growth of staff through in-service activities conducted on and off campus.

Sets reasonable and appropriate performance standards and works with management team to administer an effective program of periodic evaluations for staff to identify areas for improvement and, when appropriate, termination.

Encourages harmonious relationships among all personnel

Maintains contact with all employees to foster good relations, positive morale and commitment to the mission of the school.

- **Enrollment and recruitment**

Establish enrollment goals with respect to numbers, character, and the quality of students and work to achieve them with the director of admissions

Establish and monitor procedures for student admissions and dismissals.

- **Plant and facilities management**

With the assistance of the administrative team, supervise the operation and maintenance of all school facilities.

Approve expenditures for operation and maintenance of facilities. Periodically inspect facilities for safety, maintenance and/or appearance concerns and take necessary actions to address those concerns.

Be knowledgeable of relevant government regulations including building, electrical, fire and safety codes.

- **Fundraising and development**

Advise Board on the necessary fundraising needs and goals.

With the assistance of the administrative team plan and implement fundraising activities necessary to meet the annual and long range requirements of the school.

Cultivate and solicit donor prospects for annual, capital, and deferred gift programs.

Work with principals and faculty to plan and carry out student fund raising activities.

- **Public Relations and communications**

Work with faculty and staff to encourage positive, meaningful relationships with students, parents, alumni, past parents, donors and prospective donors.

Work with Eagle Association & PTO officers to promote and encourage success of annual fund raising activities.

Work with the management team to plan and implement publications, advertising and other activities to effectively communicate with the school's constituencies and the general public.

- **Board Relations**

Present information to the Board to keep them informed of the operations and activities of the school.

Implement policies and administer programs designated by the Board of Directors.

Submit proposals for policy changes or new programs to be considered.

Communicate regularly with the Board chair.

Welcome and embrace Board counsel on important issues that are relevant to EHCS attaining its goals and mission.