

# **Prattville Christian Academy**

## **Job Description**

### **Director of Spiritual Development**

#### **Grades 6-12**

*Prattville Christian Academy is not associated with any specific church or denomination. We are squarely focused on the Bible and a strong relationship with God through Jesus Christ.*

*Prattville Christian is seeking staff applicants who are faithful and active members of a church family. Prattville Christian complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.*

**TITLE:** DIRECTOR OF SPIRITUAL DEVELOPMENT, GRADES 6-12

**REPORTS TO:** UPPER SCHOOL PRINCIPAL

**PAYROLL STATUS:** SALARY, EXEMPT, FULL-TIME, TWELVE MONTH

**TYPICAL HOURS:** 7:00 - 4:00

### **PURPOSE AND SCOPE OF THE POSITION**

The Director of Spiritual Development reports to the Upper School Principal and is primarily responsible for enhancing the spiritual development of PCA stakeholders. The Director works with administration and faculty to provide the ideal programs and atmosphere for stakeholder spiritual growth.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

1. Possess an ongoing vision for spiritual growth and a passion for continuous improvement
2. Promote a culture of spiritual engagement and leadership by students
3. Be available to provide counsel or prayerful support to students, staff, or parents in need
4. Lead the Chapel program including the Chapel Practicum class assuring it connects with students and staff
5. Maintain a relationship with local youth ministers who serve PCA students, and integrate them into the Chapel program and other activities
6. Coordinate prayer/devotional times as needed for families/staff/faculty during in-services, open houses, etc.
7. Be visible and active at a variety of student extra-curricular activities including sports to include serving as the administrator in charge at some events and building student/parent relationships
8. Work with Student Ambassador/SGA Sponsors to plan student events during the school year and assist with their duties
9. Work with administration to review, recommend revisions to, and implement revisions to every aspect of the Bible teaching curriculum (from course offerings to scope and sequence) at all levels (preschool through high school)
10. Assist with the oversight, selection, and training of Bible faculty
11. Observe each Bible teacher in grades 6-12 quarterly, and give feedback during pacing guide meetings
12. Teach Bible classes as needed (normally 3 periods per day)
13. Develop and facilitate extensive spiritual growth opportunities for faculty and staff as part of a spiritual development program, including devotionals and Bible studies
14. Train all faculty and staff to intentionally and consistently promote spiritual development of students in all areas of the school
15. Encourage teachers to integrate spiritual development and instruction into their daily interactions with students and assist them in ways to accomplish such
16. Encourage coaches to integrate spiritual development and instruction into their daily interactions with students and assist them in ways to accomplish such
17. Work with the Principal to determine spiritual areas of focus for the school year
18. Make recommendations to school policies and procedures that can enhance spiritual development
19. Plan, coordinate and offer programs, such as "See you at the pole" for the community and PCA stakeholders that can lead to spiritual growth

20. Develop methods to measure student spiritual growth and conduct stakeholder surveys at least yearly
21. Maintain records of spiritual activities and evidence of spiritual development
22. Ensure proper oversight and planning of all school-related mission trips
23. Coordinate service opportunities for students as well as spiritual leadership opportunities
24. Plan and conduct a spiritual emphasis day for 6-12<sup>th</sup> grade students to spend time focusing on God and His word
25. Participate in professional development by attending at least one conference each year that focuses on student/spiritual development
26. Coordinate with the executive team and attend senior staff meetings.
27. Fulfill other duties as assigned by the upper school principal and school president.

## **SKILLS AND QUALIFICATIONS**

- Bachelor's degree required, advanced degree preferred, with at least five years experience leading in a Christian school, church, or ministry working with youth
- Demonstrate significant experience in spiritual and student engagement
- Knowledge of Biblical worldview and ability to share and present this information to others
- Organizational skills and detailed logistical management are essential for success in this role. The individual will be responsible for coordinating and managing the activities of several people and activities
- Experience in budget allocation and making informed financial decisions.
- Ability to recognize and express the long-term benefits of a Christian education and the distinctive value of Prattville Christian Academy
- Genuine sense of humor and infectious optimism, integrity, and a love of teaching and learning
- Collaborative point of view; able to warmly and enthusiastically partner with students, faculty, and parents
- Ability to respond to common inquiries from students, parents, faculty, or other colleagues and to define problems, collect data, establish facts, and draw valid conclusions
- Flexibility; ability to act quickly and make important high-level decisions in a variety of circumstances
- Ability to form and maintain excellent relationships with parents, faculty, staff, and students

## **GENERAL EXPECTATIONS**

- Provide an example of servant leadership to the faculty, staff, and students of the Upper School through personal example, participation in chapel and other spiritual development activities, and by encouraging righteous behaviors and choices
- Be committed to maintaining excellent relationships with parents, faculty, staff, students, school board, and administrative team
- Promote a warm Christ-centered atmosphere within the school
- Maintain a high profile by being visible on campus during common times and passing periods and attending various school event to build awareness, strengthen parent relationships, and encourage support of the school
- Clearly and consistently communicate with parents and students in a professional manner