

RIVERSIDE CHRISTIAN ACADEMY PRESIDENT JOB DESCRIPTION

POSITION TITLE: President

CONTRACT: Full-time, twenty-four months, one year renewable options thereafter

COMPENSATION: Commensurate with credentials and experience

GENERAL DESCRIPTION: The President shall exercise all the responsibilities necessary to preserve and execute the established mission of the Riverside Christian Academy, in compliance with the school's By-Laws and Statements of Belief, while advancing its standing in the community as a superior Christian educational institution. Responsibilities include spiritual leadership and mentorship, community relations, financial management, strategic planning, project execution, and partnership with and support of the School Principal on matters of academic affairs.

QUALIFICATIONS:

- Shall be a committed, imaginative, and creative individual with a passion for and deep understanding of Christian education, Christian faith, and service
- Shall possess a solid understanding of the integration of faith and learning in a pre-K thru 12 school
- Shall be an active member of a church of Christ congregation with a demonstrated mature Christian lifestyle
- Demonstrated organizational and spiritual leadership abilities
- Conviction about the importance of Christian education and sees this position as a ministry
- Excellent oral and written communicator
- Master's degree

PREFERRED QUALIFICATIONS:

- Degree(s) with emphasis in school administration
- Prior experience as school administrator with a keen understanding of the Christian learning/teaching process preferred

RESPONSIBLE FOR:

- The overall operation of the school: personnel, physical facilities, financial administration, and development
- Reports to the Governing board

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