

VisionWay Christian School
Job Description – Administrator

A. PRIMARY FUNCTION: The Administrator will provide Christ-centered leadership and administration which will motivate instructional and support personnel to strive for superior performance in order to develop the intellect, character, and integrity of the students and develop and implement policies, and budgets in a manner that promotes the full development of each student and the professional development of each staff member.

B. LINE OF AUTHORITY: The Administrator is directly responsible to the Taylorville Christian Church (TCC) Elders except in areas of Bible curriculum where the responsibility is to the Lead Minister of TCC.

C. SUPERVISION OF OTHERS: The Administrator will provide direct supervision over the VCS staff, including instructional and support staff, as well as staff assigned by special education agencies. The Administrator will also provide supervision for volunteer programs.

D. AREAS OF RESPONSIBILITY:

In addition to the primary function, the VCS Administrator shall be responsible in the following areas:

- Staffing
 - Participate in hiring new staff members.
 - Observe and evaluate staff members.
 - Lead monthly staff meetings.
 - Oversee selection and deployment of substitutes for staff.
- Instruction
 - Identify goals for all programming, and select assessment tools.
 - In conjunction with the Curriculum Team, choose appropriate curriculum for the school while continually evaluating current and new curriculum.
 - Approve all action plans for students.
- Students/Families
 - Model Christian character to students, oversee discipline procedures, and deal with behavioral problems.
 - Meet with prospective families.
 - Plan and host school orientation.
- Partnerships - Maintain healthy relationships with the following:
 - TCC elders - provide reports and attend meetings when requested.
 - Education agencies - TCUSD #3 and special education - Attend appropriate meetings and encourage partnerships.
 - ISBE - Ensure appropriate compliance with ISBE, respond to communication, and schedule required drills.

- Administration
 - Maintain proper financial records which are available for inspection by the TCC elders. Submit a budget to the Finance Team, and oversee use of the approved budget.
 - Develop a school/building use plan. Communicate building maintenance and repairs to TCC inside and outside maintenance teams.
 - Maintain student records for reference and report.
 - Attend VCS board meetings and make needed reports. With board chair, recommend prospective board members.
 - Effectively communicate with the TCC elder board, staff, parents, and students.
- Perform all others acts reasonable and necessary to accomplish his/her primary function as requested by the TCC Elders.