



# JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

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## Superintendent

### General Description

The Superintendent will serve as the school's lead administrator and is responsible for the spiritual, academic, administrative, and overall management of Judah Christian School. The Superintendent will also be responsible for ensuring that the mission and vision of the school are faithfully upheld and pursued.

### Qualifications

The Superintendent should be one who has trusted Jesus Christ as Savior and Lord and should be a member and a regular attendee in good standing of a Christ-centered church. He/She should demonstrate spiritual maturity with academic and leadership abilities that will allow him/her "in humility to consider others better than him/herself." The Superintendent should reflect the purpose and mission of the school in word and deed both while at school and in the community.

The Superintendent should be a college graduate and certified or with the qualifications to be certified by ACSI (Association of Christian Schools International). He/She should have at minimum a Master's degree or working towards one from an accredited institution, preferably in education. He/She should have at least 5 years of leadership experience in a school setting and be one who feels called of God to serve in the administration of a Christian school.

### Responsibilities

#### Spiritual

- Seek to model in attitude, speech, and actions a consistent daily walk with Jesus Christ
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration
- Motivate faculty and staff to grow in their faith
- Have a ministry of encouragement among faculty, staff members, and students
- Lead faculty to have confidence in Christ and in themselves as they perform their teaching ministry

#### Academic

- Implement the school's educational philosophy, goals, and objectives
- Oversee the educational and pedagogical direction of the preschool, elementary, and secondary schools, including instruction, assessment, personnel, innovation, technology, etc.
- Research and identify educational trends, best practices, and establish program direction
- Facilitate creative changes in educational programming, processes, and procedures that will ensure JCS continues to strive for educational excellence

### **Professional**

- Seek to stay informed about current educational developments through reading, attending and/or participating in professional conferences, and membership in professional organizations
- Maintain professional behavior in relationships with school leaders, faculty, students, and parents, and maintain a positive attitude
- Accept evaluation and redirection from the JCS School Board and make necessary changes or adjustments
- Demonstrate professional and personal conduct that is God-honoring in both private and public matters

### **Administrative**

- The Superintendent is an ex-officio non-voting member of the JCS School Board
- Reports directly to the JCS School Board
- Attend all Board meetings and Community meetings and submit monthly reports to the Board
- Adhere to and uphold the school's bylaws and policies established by the Board
- Assure that the school complies with all local, state, and federal laws pertaining to the operation of the school
- Responsible for formulating the future direction of Judah Christian School in collaboration with the School Board, encompassing both short-term and long-term strategic plans
- Develop and execute strategies to enhance non-tuition revenue streams
- Work effectively with other school administrators to manage the day-to-day operations of the school
- Hire (with Board approval), assign, and supervise the responsibilities of other members of the Leadership Team
- Conduct annual professional job evaluations of the other Leadership Team members
- Maintain ISBE Recognition and ACSI Accreditation
- Represent the school as chief liaison and spokesman at meetings with governmental bodies, community organizations, and the media

### **Community**

- Engage Champaign-Urbana and the surrounding communities to further the mission and vision of JCS
- Develop and maintain relationships with the broader Christian education community
- Work effectively with the Advancement Department to market the value of Judah Christian to the larger community
- Build positive relationships with students, parents, alumni, donors, and community stakeholders