



JOB DESCRIPTION

2025-2026 School Year

Job Title: **Head of School/Administrator**

Responsible to: Board of Trustees

Job Summary: The Head of School will interact with a variety of assignments focused upon the social, spiritual, and academic development of our students and leading in the overall successful operation of the ministry and school.

Work hours: Full Time 7:30am – 4:00pm

- **This is an exempt, 12-month position.**

Major Duties and Responsibilities:

1. Serve as administrative and spiritual leader of the school.
2. Serve as 3rd-5th grade teacher of an in-person / online curriculum class.
3. Represent the school and develop/maintain relationships with the greater community, including state and national issues, ACSI, AACCS, the NMAA (and others) as needed.
4. Oversee fundraising.
5. Maintain up to date knowledge of issues such as school law, best practices for Christian schools, and state/federal compliance.
6. Lead in faculty devotions and all employee in-service training.
7. Emcee/lead weekly chapels.
8. Oversee and maintain all state and accreditation agency teacher certification requirements for K-12 faculty.
9. Serve as Principal and Director of Admissions.
10. Serve as HR Director / Business Manager for the school.
11. Serve as Curriculum Coordinator for the school.
12. Oversee development of school calendar and master schedule
13. Oversee development of annual budget for approval by Board of Trustees.
14. Ad hoc member of all board level committees.
15. Oversee Employee evaluation program.
16. Attend appropriate meetings of the Board of Trustees (BOT), including planning sessions.
17. Lead the school in achieving and maintaining accreditation with a regionally recognized accreditation agency accepted by the State of NM.
18. Provide (or delegate) leadership for Spiritual Emphasis Week.
19. Maintain communication with families and staff via regular information sharing through regular email updates as needed and a monthly newsletter.
20. Additional administrative, supervisory, and physical duties as needed on a daily basis.

Qualifications

1. Must be a born-again believer demonstrating a growing relationship with Christ Jesus and regularly attend a church.
2. Rich understanding and commitment to the Christian school philosophy of education.
3. School administrator, supervisor, manager, or director experience preferred.
4. Min of 5 years of classroom experience in a K-12 academic setting preferred.
5. Experience in organizational budgeting (\$100k or more).

6. 3-5 years of successful experience in the supervision of both employees and students in a ministry or education setting.
7. Professional credentials to teach, if needed.
8. Good facilitator and communicator both in oral and written communication.
9. Ability to successfully develop and maintain positive relationships with faculty and staff, students and families.
10. Maintain administration-level certification with LVCA-chosen accreditation agency.
11. Task oriented and able to work independently, meet deadlines, and complete projects in a professional and timely manner.
12. School age children must attend LVCA, exceptions will be made for unusual circumstances.
13. Must pass pre-employment background check (to include credit check).
14. Ability to handle average-weight objects up to 20 pounds and some standing or walking.
15. Must be in full agreement with the LVCA Faculty/Staff Handbook including Doctrinal and Lifestyle Statement.
16. Enforce the policies of the school as set forth by the BOT.