



JOB DESCRIPTION

POSITION TITLE:	Deputy Head Administrator – Student Care (<i>Proposed Title</i>)
REPORTS TO:	Head Administrator
ORIGINATION DATE:	10/06/2023
REVISION DATE:	N/A
CLASSIFICATION:	Exempt

JOB SUMMARY

The Student Care Administrator is responsible for all matters pertaining to student life outside of athletics. The role oversees the following areas for PreK – 12th grade students: Spiritual growth, discipline, academics, and student activities. Additionally, the Student Care Administrator will assist the Head Administrator with implementation of policies, programs, staff development, reporting, and student-related meetings.

This is an exempt-level leadership position in which the incumbent is responsible for the successful execution, oversight, and operational governance of CCS in collaboration with and as assigned by the Head Administrator. The Deputy Head Administrator – Student Care is expected to conduct all school-related business in accordance with CCS policies and procedures, ASCI, the Board of Education, and all other laws pertaining to private Christian primary and secondary institutions. Although not all inclusive, the primary duties and responsibilities of the position are outlined below.

GENERAL REQUIREMENTS

- Must have a personal relationship with Jesus Christ and be a Christ-like role model for staff, students, parent/guardians, and community members.
- Exhibit strong relationship building skills.
- Demonstrated teaching experience preferably in a youth ministry setting.
- Agreement and adherence to the CCS Statements of Faith, Code of Conduct, policies, and procedures governing the school’s operations.

ESSENTIAL FUNCTIONS

Student Spiritual Growth

- Cultivate a vibrant PreK-12th spiritual growth environment.
- Spearhead the Chapel Program, ensuring its alignment with Christian values and educational objectives.
- Provide counseling and support services to students, nurturing their emotional and spiritual well-being.
- Facilitate service and mission opportunities to foster a sense of community involvement and compassion.
- Forge and maintain meaningful partnerships with local churches and pastors.
- Organize and lead discipleship groups to deepen students' faith.
- Coordinate spiritual retreats to enhance students' connection with their faith and spiritual growth.

Student Discipline

- Uphold and enforce the school's discipline and attendance policies.
- Develop and implement behavioral contracts as needed, promoting accountability and personal growth.
- Collaborate with faculty members and staff to ensure their understanding and adherence to discipline and attendance procedures.

Academic

- Manage and oversee the implementation of the MAPS testing program.
- Collaborate with the Teacher Care Administrator to create a plan for utilizing testing results to enhance instruction.
- Work closely with the Registrar and Teacher Care Administrator to analyze PSAT/SAT/ASVAB results in correlation with MAPs testing, devising strategies to improve instruction.
- Compile an annual report summarizing all test data, providing insights into the school's performance compared to local and national institutions.

Leadership Support

- Collaborate with the Head Administrator to effectively implement school policies and programs.
- Assist in overseeing student activities, including evening and weekend events such as dances, proms, plays, and etc.
- Conduct meetings with teachers, students, parents/guardians, and other stakeholders as needed.
- Attend monthly Board of Education meetings when requested, representing the school's perspective.
- Foster and maintain positive working relationships with all faculty and staff members.
- Serve as a Christ-like role model for staff, students, parents/guardians, and the broader community.
- Contribute to the development of in-service workshops and Warrior meetings in partnership with the Head Administrator.
- Prepare and submit all required reports in a clear and organized manner, whether in writing or verbally.
- Fulfill any other duties as assigned by superiors under the authority of the Board of Education.

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES

- **Must have a personal relationship with Jesus Christ and be active in a Bible believing church.**
- **Bachelor's degree required with strong preference for a Master's degree or above in educational leadership, administration, or related field.**
- **ACSI All Levels Principal Certificate or willingness to obtain within one (1) year of employment.**
- Minimum three (3) years of successful teaching experience with preference in a youth ministry or academic environment.
- Strong relationship building skills and ability to relate to students, staff, parent/guardians, and members of the community.
- Must be technically proficient with computers and applications such as Microsoft Office Suite to include Word, Excel, PowerPoint, Outlook.
- Gives and welcomes feedback in a professional and diplomatic manner.
- Ability to work a minimum of 40 hours per week; Must be flexible to work evenings, weekends, and additional hours as needed.

ENVIRONMENTAL, PHYSICAL, AND MENTAL REQUIREMENTS

- Stand, walk, or sit alternatively depending on specific needs of the day. Approximately 50% of time is spent on feet and 50% sitting at desk.
- Have occasional need (1% to 33% of the time) to perform the following physical activities:
Bend/Stoop/Squat
Climb Stairs
Push or Pull
Reach Above Shoulder
- Have frequent need (33% to 66% of the time) to perform standing and walking activities related to conducting school tours, visiting classrooms, etc.
- Constant need (66% to 100% of time) to perform the following physical activities:

Writing/Typing	School, Board, parent/student communications
Grasping/Turning	Telephone, doorknob use
Finger Dexterity	Operation of office equipment
- Lifting/Carrying (paperwork, deliveries, files, miscellaneous):

Over 25 lbs.	Rare need (less than 1% of the time)
20 lbs. - 25 lbs.	Rare need (less than 1% of the time)
Less than 20 lbs.	Frequent need (33% to 66% of the time)
Under 10 lbs.	Constant need (66% to 100% of the time)

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to complete documents, create and review reports, wide variety of correspondence, view computer screen. Frequent need to see small detail and view computer screens.

HEARING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate over telephone and in person with faculty and staff, parents and students, Board Members, community partners, vendors, etc.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate over telephone and in person.

DRIVING/TRAVELING REQUIREMENTS

- Must have a valid driver's license and current automobile insurance.

ACKNOWLEDGEMENT

Crosspoint Christian School has reviewed the job description for the Deputy Head Administrator – Student Care position to ensure that the essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or updated by the Head Administrator or Board Chair as deemed appropriate. This document does not represent a contract of employment, and Crosspoint Christian School reserves the right to change this job description and/or assign tasks for the employee to perform, as Crosspoint Christian School may deem appropriate.

I have read and understand the expectations outlined in the job description of Deputy Head Administrator – Student Care in its entirety. I will abide by the job description and its expectations. I understand the physical and mental demands of my job, and I understand the conditions of continued employment associated with my role.

By signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the requisite skills, and possess the physical abilities that are necessary to perform the job as described.

EMPLOYEE

Signature		Date	
Print Name			

MANAGER

Signature		Date	
Print Name			