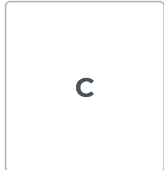


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## Head Administrator

**Crosspoint Christian School** Klamath Falls, Oregon, United States

20 hours ago

**APPLY NOW**



### Description

This position is responsible for all aspects of school administration, including regulatory compliance, academic programming, personnel management, educational operations, and organizational development. This position reports directly to the Crosspoint Christian School Board.

Major Duties:

1. Directs all academic program planning, development, and operations of school, including development and selection of curriculum on schedule.
2. Directs recruitment, hiring and management of all staff, both academic and support staff. Ensures adequate staffing and supervision of all personnel, including proper assignment of duties and staff development to accomplish school objectives.
3. Develops and applies strategies to continuously improve faculty and staff professional development, salaries, and benefits.
4. Develops, organizes, and implements the program of evaluating the instructional process as one means to ensure quality control of instruction.
5. Ensures proper school accreditation.
6. Ensures compliance with Federal, state, and local statutes and regulations, including teacher certification, student graduation requirements and program requirements.
7. Directs school operations. Ensures student and faculty activities are consistent with the school's mission, values, and objectives. Ensures that communication with all school constituencies is adequate. Oversees student development and discipline. Coordinates the development of the annual school calendar in addition to all annual publications (e.g., parent/student handbook; staff handbook; and annual report).
8. Evaluates virtual and technological education as a tool for enhancing the academic offering of the school.
9. Assists in drafting school board policy and ensures its implementation.
10. Participates in long range planning and school development activities. Recommends priorities, develops annual work plans, executes assignments, recommends appropriate techniques and methodology and suggests operational approaches to be taken by the board and staff.
11. Collaborates with the Business Administrator. Ensures proper execution of the budget as directed by the Board.
12. Works with the Board to ensure that school facilities, services and resources are adequate.
13. Protects the intellectual property, information, and files from loss or significant damage or from unauthorized use.
14. Preserves and/or destroys all appropriate records related to affairs or business of the school.
15. Inventories property and provides safeguards to prevent loss, damage, or theft of real property.
16. Provides communication and counsel to the School Board.
  - a. Keeps the Board fully informed of critical needs as they affect educational operations.
  - b. Reports at monthly board meetings.
  - c. Provides monitoring data (ex. enrollment figures) required by the Board.
  - d. Provides as many staff and external points of view, issues, and options as needed for fully informed board decisions.
  - e. Reports any actual or anticipated noncompliance with policy.

Skills:

1. Ability to provide leadership.
2. Ability to work effectively with people.
3. Ability to work as a member of the team.
4. Ability to develop positive relationships with students.
5. Ability to maintain cooperative working relationships with students, fellow employees, and the public.
6. Ability to establish rapport and empathy with employees at all levels.

### Job Information

**Job ID:** 62140338

**Location:**  
Klamath Falls, Oregon, United States

**Position Title:** Head Administrator

**Company Name:** Crosspoint Christian School

**Institution:** Early Ed/Preschool,Elementary,Middle School,High School

**Role:** Head of School

**Job Type:** Full-Time

**Min Education:** Master's Degree

**Min Experience:** 5-7 Years

**Required Travel:** 0-10%

- 7. Ability to communicate orally and in writing with teachers, students, and parents.
- 8. Ability to delegate responsibility and direct activities of subordinates
- 9. Ability to make difficult decisions using good judgment.
- 10. Ability to coordinate activity, to implement decisions, and accomplish goals.
- 11. Ability to evaluate and develop alternate solutions to problems.
- 12. Ability to interpret school board policy and make appropriate decisions.
- 13. Ability to solicit honest staff reactions to proposals.
- 14. Ability to work effectively with data.
- 15. Ability to understand and carry out oral and written instructions.

**Requirements**

**Required Professional Qualifications:**

- 1. Bachelor's degree in Elementary, Secondary, or Special Education or School Administration from an accredited University
- 2. Five years' experience in educational setting as teacher or administrator, including at least two years of supervisory or administrative experience.

**Spiritual Qualifications:**

- 1. Professing follower of Jesus Christ and mature Christian
- 2. Agreement with and adherence to the School's Statement of Faith
- 3. Committed to growing as a Christian leader
- 4. High level of integrity
- 5. Actively involved in a local Bible believing church

**Preferred Qualifications:**

- 1. Accredited Master's Degree
- 2. Experience in Christian school administration
- 3. Basic or standard Administrative License.
- 4. Board-recognized course work in Christian Education and Philosophy.
- 5. Prior experience with the accreditation process.
- 6. Prior experience acquiring grants.

\*Starting Annual Salary is \$68,000

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