



SOUTHERN BAPTIST ASSOCIATION OF CHRISTIAN SCHOOLS

Uniting Home, Church & School in Jesus Christ

Member School Job Opening

School Name: Eagle Heights Christian Academy

Position Available: Head of School

School Address: 3005 Pearland Parkway

City, State Zip: Pearland

School Phone: 281-4856330

School Fax:

School Web: www.eagle-heights.org

About School:

Eagle Heights has been providing quality education for the Pearland area for more than 40 years as a ministry of First Baptist Church of Pearland. At EHCA, students receive a solid spiritual and academic foundation upon which to stand with Jesus Christ as the cornerstone, in every subject area studied. We seek to provide a quality educational experience from a Christian worldview through an organized teaching curriculum that stresses both spiritual and academic growth. Our programs and faculty encompass a setting for excellence which is designed to enhance the spiritual, physical, emotional, mental and social growth of the students we serve.

Contact Person: Todd Gapsiewicz

Contact Phone: 281-831-0722

Contact Email: tgapsiewicz@ehcapearland.org

School Posting Link: <https://goo.gl/forms/cebj93culy829R703>

**Instructions
for Applicant:**

Please go to the link above to complete

Education: Master's Degree in School Administration

Years of Experience: 5 years

Description: See attached

Function and Scope

- Interpret and administer board policy and programs
- Administer, coordinate, and implement the instructional program
- Select, train, and supervise all staff personnel
- Evaluate and recommend for promotion or dismissal all assigned staff personnel
- Develop and maintain communication and rapport with students and parents
- Provide leadership for school-related activities of parent, student or faculty groups
- Plan, direct and support the development, implementation, and evaluation of the curriculum
- Integrate, coordinate and improve the cohesiveness of all curriculum
- Manage the overall operation of the school

Reporting Relationships/Structure

- Reports directly to the Academy Ministry Team for assistance, guidance, and policy where required.

Personal Qualifications

- Professes a personal relationship with Jesus Christ as their Lord and Savior
- Maintains active membership with First Baptist Church, Pearland
- Exemplifies sound moral and ethical character
- Relates positively to adults and children
- Communicates effectively in oral and written form
- Demonstrates the ability to lead, inspire, and involve others to produce quality programs
- Acts as a positive role model
- Possesses knowledge about curriculum, instruction, and management in an educational environment
- Works cooperatively, along with the ability to be decisive where leadership is required.

Professional Qualifications

Education

- Preferred: Master's Degree in School Administration
- Minimum Requirement: Master's Degree, Texas Principal's Certification or comparable license

Experience

- Minimum of five years classroom teaching experience
- Management, leadership, and administration experience

Responsibilities

INSTRUCTIONAL LEADER

- Interpret the board's directives, regulations, and programs to staff, students, and parents
- Plan, lead, implement, and direct the school's curricular and extra-curricular programs in compliance with board policies and parameters
- Observe and evaluate the school's total program and work with teachers to improve learning process
- Develop and coordinate daily instructional schedules
- Monitor instructional materials needs on a continuing basis
- Assist the teacher in understanding curriculum guides, instructional materials, and methodologies
- Develop and implement proper assessment of student academic performance
- Develop and oversee any unique academic programs, i.e. gifted/talented, AP, college credits, etc.
- Administer the academy in compliance with Minimum Standards and Accreditation Standards, overseeing periodic Audits and Curriculum Certification processes.

PERSONNEL MANAGER

- Interview staff applicants and select personnel within board policies and regulations; assign school staff to jobs
- Direct, evaluate, and recommend personnel action for all staff and volunteer workers
- Develop and maintain good student, teacher, parent, and church community relations
- Conduct staff evaluations annually
- Organize and coordinate in-service training for teachers and teacher aides
- Track staff development and college coursework needs
- Provide staff development opportunities
- Lead monthly staff meetings
- Assist teachers in scheduling substitutes

STUDENT ADVISOR/COUNSELOR

- Counsel and/or discipline students regarding personal, behavioral, and academic problems
- Resolve school related problems or conflicts of students, staff, and parents
- Maintain and recommend guides for proper student code of conduct and student discipline

REGISTRATION COORDINATOR

- Facilitate student admissions

ADMINISTRATION

- Oversee Budgeting and Budgeting planning process interact with the AMT
- Attend all Board meetings, constructing agenda and discussion items.
- Create student and faculty handbooks
- Arrange for all required testing and assessment procedures