



EDUCATING CHILDREN TO IMPACT THE WORLD FOR CHRIST

## **Qualifications for Administrator Candidates**

### **RESPONSIBILITIES**

The successful applicant will be responsible for overseeing and directing the overall well-being and success of the school—including accreditation, admissions, board communication, curriculum, direct admin team, discipline, manage budget/finances, staff hiring and training, strategic plan execution, and ongoing day-to-day operations.

The following qualifications are requirements for an individual to hold a staff position at Heritage Christian School. Candidates who do not meet the stated qualifications but believe there may be circumstances surrounding their situation may feel free to continue with the application process.

### **SPIRITUAL QUALIFICATIONS**

All staff at Heritage Christian School shall:

- Be born-again Christians and in accordance with biblical principles and standards.
- Manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes but is not limited to refraining from the use of alcohol, tobacco, illicit drugs and vulgar and profane language, or homosexual or adulterous activity.
- Have a clear testimony, i.e. having a personal relationship with the Lord Jesus Christ and being able to articulate that relationship both verbally and in a written form. He/she should not be a novice or new Christian.
- Hold a personal evangelical persuasion, i.e., a commitment to the inspiration and authority of God's Word with a vital, growing faith and in agreement with the school's doctrinal statement.
- Be in active fellowship in an evangelical church. All teachers shall give evidence of good moral character and be good Christian role models.

### **PROFESSIONAL QUALIFICATIONS**

**Spiritual:** The successful applicant will be a born-again believer who loves the Lord God with all their heart, soul, mind, and strength. This foundation will serve as the basis for leading and directing the total ministry of the school. The applicant will be in complete agreement with the school's Statement of Faith located on the HCS website.

**Educational:** Our desire is to hire an extrovert who is engaging, personable, and easily able to connect with and relate to the staff and families at Heritage. From a professional perspective, we require:

- Bachelor's Degree in elementary/secondary education or administration—Master's Degree is preferable
- 3-5 years previous teaching/administration experience is desirable
- ACSI principal/administrator's certificate (or be willing to complete within first year)
- Excellent communicator who loves people
- Ability to make difficult decisions and communicate them diplomatically
- Development/fundraising experience desirable
- Proficient with technology including Microsoft Office and FACTS (FKA: RenWeb)

## EMPLOYMENT PROCEDURE

- Applicants submit a completed application and resume and send to [board@heritage-christian.org](mailto:board@heritage-christian.org)
- The School board and an appointed hiring committee member shall initially screen the papers of all prospective candidates, including contacting former employers and references. The committee will choose the top two candidates for a final interview.
- The School Board, with considered input from the committee, will then make a final decision. In all cases, the School Board will make the final decision.
- Notification of hiring decision will be made to applicants.

Interested candidates please submit a resume and completed administrator application to [board@heritage-christian.org](mailto:board@heritage-christian.org). Please also direct any questions about the position or process to this email address.

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*"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding."* PROVERBS 9:10