



UINTAH BASIN CHRISTIAN ACADEMY

ADMINISTRATOR JOB DESCRIPTION

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Purpose: The Administrator shall be a born-again Christian who is called by God to Christian education and school administration. The Administrator shall prayerfully provide professional and spiritual leadership to the faculty and staff, maintain the doctrinal integrity of the school, and maintain and develop a sound academic program. The Administrator's leadership should be reflected in the attitudes of the board, faculty, and staff; the local community's acceptance of the school and the position of the school within the community; the spiritual level on which the school operates; and the competence levels of the faculty, staff, and students.

Supervision: Receives general administrative direction from the School Board.

Payment Rate: According to the UBCA Salary Schedule

Benefits: Personal Days, Vacation days, Professional days, Paid Holidays and School Breaks

Travel: Occasional travel may be required

REQUIRED QUALIFICATIONS, JOB FUNCTIONS, AND RESPONSIBILITIES

Instructional Leadership

- Collaborates with the Principal to accomplish the goals and objectives of the school through sound instructional leadership of the faculty in curriculum implementation and development.
- Ensures that the school is well equipped with instructional materials and supplies.
- Develops a sound in-service program for the spiritual and academic growth of the faculty.
- Leads the school in earning and maintaining accreditation.
- Is an agent of education improvement and innovation.
- Develops a strong activities program, including the arts and athletics.
- Ensures efficient scheduling and use of teachers, staff, and facilities.
- Leads all staff through change and implementation of developed strategies.
- Develops and updates policies, systems, and procedures.
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Research and Institutional Development

- Seeks the Lord daily for identification of the school's problems and their solutions.



- Keeps informed about major trends in education in general and Christian education in particular.
- Collaborates with the school board and the principal to create a strategic plan for the development and improvement of the school.
- Collaborates with the board and the principal to continually maintain and improve school security as opportunities are identified and submit proposals to the board for discussion/action.
- Serves as educational consultant to the Board by providing information and counsel on educational problems and procedures.
- Institutes and executes, in conjunction with the principal, a program for annual standardized testing, including analyzing and providing results to the school board and parents.

Networking and Relationship Building:

- Build relationships with families, community, business leaders, and city officials.
- Become an active member of the Vernal Area Chamber of Commerce.
- Build and maintain a relationship with educational leaders including the local school district, other Christian Schools, and Christian school organizations on state, regional, and national levels.
- Maintain a presence for students and parents during pickup and drop off.
- Foster a positive and proactive relationship with Evangelical churches and local pastors in the community.
- Maintain a relationship with local first responders.
- Organize and maintain an effective program for presenting the school to parents, donors, local churches, and the community.
- Establish and maintain working relationships with any state agency to which the school is responsible.
- Take the lead in finding and enrolling qualified students and retaining current students.
- Engage in community outreach to local churches; seek opportunities to share the UBCA story and identify potential students.

General Responsibilities

- Enforces adherence to the school's standards/handbook/policy in collaboration with the principal as needed.
- Ensures proper and timely maintenance of the school building and grounds.
- Collaborates with the principal to supervise reporting to parents about their children and about the school.
- Is visible and present on campus except when specific UBCA business requires off campus meetings or travel.
- Carries out discipline of staff as needed; collaborates with the principal if needed.
- Ensures that student records are adequate and handled legally.
- Supervises seasonal activities and delegates accordingly (e.g., Maintenance Workers, Contractors, Snow Removal, Weed Spraying, Fundraisers)



Spiritual Leadership

- Shows evidence of being a student of the Bible and maintains daily Bible study.
- Is an enthusiastic and active member of a like-minded local church.
- Is available for spiritual counseling.
- Is considered the spiritual leader of the school; leads in maintaining doctrinal integrity of the school.
- Is a person of integrity; his/her actions agree with his/her words.
- Leads the faculty and staff to grow spiritually.
- Demonstrates evidence of having developed the fruits of the Spirit.
- Supervises Christian outreach of students.
- Prays daily for the staff and students.
- Reinforces the school's mission and vision.

Personnel Administration

- Supervise principal, faculty (in partnership with principal), staff and volunteers. Leads staff meetings.
- Follows all UBCA policy standards in the recruitment, application, and candidate interview process; collaborates with the principal in recruiting quality faculty and staff; maintains up-to-date applicant files.
- Promotes the professional growth of faculty and staff.
- Supports the Principal when dealing with instructional staff.
- Ensures that all contracts are properly executed.
- Evaluates the principal and non-instructional personnel according to UBCA standards.
- Handles all personnel grievances and discipline in a prayerful, God-honoring manner and in collaboration with the principal as needed.
- Takes appropriate steps to prevent crises and deals with crises in a timely manner.
- Takes joint responsibility with the principal and school board for the evaluation, remediation, and dismissal of personnel who do not perform satisfactorily.

Finance

- Works diligently to build, maintain, and serve a donor database.
- Serves as the fiduciary of the school and manages the school's business office.
- Prepares and controls the school budget ensuring that funds are spent wisely, with adequate control and accounting maintenance.
- Helps with fundraising for the annual budget and capital improvements.
- Presents an annual recommendation to the Board for adjustment of the salary schedule and fringe benefits for the faculty and staff.



- Ensures that the faculty understands the policies and procedures for ordering materials and supplies.

Professional and Personal

- Understands and appreciates children and youth, and the problems of “growing up”.
- Recognizes his/her own mistakes and takes measures to correct them.
- Is careful to lead in adherence to the Administrator/faculty dress code.
- Maintains his/her professional development by reading, course work, conference attendance, podcasts or online seminars, work on professional committees, visiting other schools, and meeting with other administrators.
- Defends principles and convictions in the face of pressure and partisan influence.
- Is an effective and understanding listener.
- Uses language effectively in dealing with staff, the board, and the UBCA community.
- Is enthusiastic, outgoing, and displays a good sense of humor.
- Exercises good judgment and considers the opinions and wisdom of others in arriving at decisions.
- Maintains high standards of ethics, honesty, and integrity in personal and professional matters.
- Is patient, honest, and straightforward in dealing with people.
- Is loyal to fellow staff members.
- Has a positive and optimistic philosophy of life and education.
- Is calm and composed in emergencies.
- Is resilient and maintains objectivity in the midst of dissention.
- Possesses initiative and resourcefulness.
- Is flexible and adjusts easily to new situations and tasks.

Experience and Training

- BA/BS (or higher) degree in Christian School Administration from an accredited Christian college or university is preferred.
- Equivalent experience will be considered.
- Preference given to those with at least two (2) years of experience in school administration, preferably in a Christian school and/or two (2) years of full-time classroom teaching experience in a Christian school.