



POSITION DESCRIPTION

POSITION:

Head of School

INSTITUTION:

Carmel Christian School (CCS), located just outside of Charlotte in Matthews, NC, was founded in 1993 as a result of the need of Carmel Baptist Church families for a Christian school alternative for their children who had completed the Carmel WEE School (Preschool). CCS began with two Kindergarten classes then added grades each subsequent year. The school remained a K-8 school until 2009 when the Upper School began. The Upper School has grown from 7 students in 2009 to over 200 students for the 2015-16 school year. Today, CCS is a covenant K-12 school, employs approximately 120 faculty and staff, has a total enrollment of approximately 850 students and has graduated two classes. CCS is accredited by AdvancedEd (SACS/CASI) and is a member of the Association of Christian Schools International (ACSI). The school continues to operate as a ministry of Carmel Baptist Church. The campus is contained in the buildings and shares space with the Church. Approximately 30% of the students come from families that attend Carmel Baptist Church. In addition, as part of its 2020 Vision, CCS is currently in the midst of a shared capital campaign that will, in conjunction with Carmel Baptist Church, pay for the construction of a Student Discipleship Center that will help meet the needs of CCS and the Carmel Baptist Church Student Ministry. Any further expansion will be facilitated by CCS to include an Upper School gym.

The Mission of CCS is: *Carmel Christian School exists to provide an excellent education, built on biblical truth, which equips students to reflect Christ to the world.* This mission is manifested in a three prong Vision for the school: *Whatever you do, do it all for the glory of God.* I Corinthians 10:31; *And Jesus grew in wisdom and stature, and in favor with God and man.* Luke 2:52; *Go, therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit.* Matthew 28:19. Therefore, CCS is grounded in a tradition of Kingdom education that prepares young people to face a changing world. The school presents a challenging college preparatory environment through the lens of a biblical worldview that fosters the wisdom of each child. Innovative programs, supported by parent involvement, kindle a lifelong passion for learning while allowing students to reach their unique, God-given potential.

Consistent with its Mission and Vision, in addition to a quality academic program presented in the context of a biblical worldview and a loving family environment, CCS also provides the following:

- ☐ Athletics: Three seasons of interscholastic sports for Upper and Middle School students (competing in the NC Independent Schools Athletic Association). CCS Athletics is committed to the highest level of athletic competition, consistent with the biblical and educational goals of teamwork, servant leadership, sportsmanship, discipline and determination.

- Drama and Fine Arts: A Christ-centered curriculum that inspires and equips students to discover and nurture their God given talents while developing an appreciation for the arts. The goal of the fine arts program is to blend artistic excellence with communicating God's Truth.
- Missions: All students are required to participate in a mission project in order to graduate. The hope is for students to leave CCS with a desire to impact the world for Christ and an understanding of their responsibility to be engaged in the global community.

CCS's view of kingdom education combines the spiritual strength of the home, the church and the school. There has been a history of a relationship between the school and the Church. Together, these institutions can help guide students with instruction for a long and fruitful life following the will of the Lord. To this end, CCS continues to fulfill the vision of providing an engaging, biblically integrated curriculum that teaches students academically, spiritually, physically and socially.

For more information, please visit the Carmel Christian School website at www.carmelchristian.org or the Carmel Baptist Church website at www.carmelbaptist.org.

REPORTS/RELATIONSHIPS:

The Head of School of CCS is appointed by, and reports directly to, the Board of Directors (Board) who are all also members of Carmel Baptist Church. The Head of School is not a designated Carmel Ministry Head but is part of the Ministerial Team and is expected to interact and collaborate with the Carmel Ministry Heads on a daily basis, as needed, under the advice and guidance of the Executive Pastor.

Positions reporting to the Head of School include: Associate Head of School; Associate Head of Co-curricular Activities/Discipleship; Associate Head of Finance and Operations; and Associate Head of Advancement. Ultimately the Head of School is responsible for leading the School's approximately 120 employees in fulfilling the school's strategic and operational objectives consistent with its biblical mission. Further, the Head of School will provide leadership to, and have significant interaction with, a broad range of constituents including, but not necessarily limited to: the School Board, faculty, alumni, parents, students, friends of the School, and the community at large. As noted above, there will also be significant interaction with the pastoral staff at the church.

BASIC FUNCTIONS:

The Head of School serves as the chief academic and administrative officer of CCS with responsibility for promoting and upholding the biblical mission and philosophy, and ensuring the success of the School's enrollment, academic integrity, fiscal stability and viability, fundraising efforts, and personnel development. In doing so, the Head of School provides executive leadership for the CCS instructional program in concert with the mission of Carmel Baptist Church to provide an educational ministry that affords spiritual

and academic training. The Head of School leads staff and faculty in their efforts to carry out the school's ministry with integrity and harmony with all other ministries of Carmel Baptist Church. The Head of School works closely with the School Board in developing, communicating, and executing the School's strategy consistent with the biblical mission and values.

Specific responsibilities for this position include, but are not necessarily limited to the following:

- Establishes the organizational structure within the school's staff and faculty, overseeing all facets of the CCS ministry in order to successfully carry out the school's educational mission.
- Develops and maintains a good working relationship with the School Board and implements all policies defined by the Board.
- Advises the Board in all matters brought to the Board and recommends appropriate policies and procedures for Board consideration.
- Ensures job descriptions for all staff members are current; ensures performance goals and evaluations are regularly conducted. Recruits, supervises, develops, and retains faculty and staff who have a passion, commitment, and enthusiasm for the biblical mission of CCS.
- Coordinates with the Associate Head of School to ensure:
 - Employee contracts, handbooks, and personnel policies are updated.
 - Quality of the education program continually improves.
 - School accreditation is maintained at the highest level.
 - College placement services are the highest quality.
 - Parent, student and faculty survey results improve annually.
 - Program for exceptional and special needs education is properly managed.
- Coordinates with the Associate Head of Co-curricular Activities/Discipleship to ensure:
 - There is Intentional Discipleship training at all levels for students, staff and faculty.
 - Enrichment programs, including drama & fine arts, athletics, clubs and other co-curricular activities, are properly promoted and managed.
 - After-School extended care program is properly managed.
 - Middle and Upper School Athletic programs excel.
 - Other extra-curricular programs are of the highest quality.
- Coordinates with the Associate Head of Finance and Operations to ensure:
 - Detailed fiscal control procedures are in place; manages the school in a fiscally responsible manner.
 - Income receivables are properly managed.
 - Expense controls are in place.
 - Budget preparation is completed in timely manner.
 - School security and safety procedures are instituted and crisis management teams are established and trained.
 - Tuition and fee forecasts are accurately projected.
- Coordinates with the Associate Head of Advancement to ensure:
 - Strategic Development Plan is executed with excellence.

- Scholarship program is properly managed.
- Annual Fund campaign provides financial support through the Carmel Educational Foundation (CEF).
- Other fundraising campaigns are initiated as needed.
- Enrollment, testing, and parent relation activities run smoothly.
- Acts as CCS's representative, interacting with external entities, including but not necessarily limited to professional organizations, the media, business firms, foundations, other educational institutions, and the general public. Promote CCS, and its foundational principles, locally, statewide, and nationally as appropriate.
- Demonstrates utmost integrity and professionalism in and outside the school; provides a biblical role model for students; serves as an active and visible participant in the CCS community and preferably the community at-large.
- Actively participates in fundraising activities for the school; investigates and pursues funding sources to ensure continued financial stability of the school.
- Works with staff to ensure resources are in place to support specialized extracurricular activities.
- Maintains personal professional development activities as appropriate.

REQUIREMENTS:

- Evangelical Christian who provides a biblical role model for the CCS community; the Head of School and his/her immediate family must be participating members of Carmel Baptist Church and be in agreement, without reservation, with the Church's statements of faith, mission, and philosophy of education; passionately supports, promotes, and models a biblical world and life view consistent with CCS's mission and philosophy; has.
- Proven record of successful leadership and managerial skills; good motivator; successful leadership and management experience in Christian education administration is desired.
- Exceptional people skills and good interpersonal abilities; energetic, enthusiastic and visible; ability to build and maintain close relationships, engender trust, and work effectively as part of a team and independently with little direct supervision; ability to build and maintain strong professional relationships with the Board, Carmel Baptist Church Ministry heads and leadership, and CCS staff, faculty, and student families; ability to effectively interact with a broad external community.
- Excellent written and oral communication skills; good listener.
- Broad understanding of educational quality for grades K-12; able to evaluate the effectiveness of all CCS programs in this respect.
- Good business management skills; financial acumen and understanding.
- Integrity; character above reproach; patience and humility.
- Appropriate academic credentials: principal or superintendent certification with ACSI and/or the state of North Carolina preferred; graduate degree from a regionally accredited college with 30 semester hours in educational administration or supervision is required.

COMPENSATION:

The annual salary will be commensurate with experience.

Please submit resumes and nominations to:

Ken Carrick or Janny DeLoache

Coleman Lew + Associates, Inc.

326 W. 10th Street

Charlotte, NC 28202

704.377.0362 (phone) 704.377.0424 (fax)

HOS@colemanlew.com