



Northern Michigan Christian School

128 S. Martin St. • McBain, MI 49657 • Phone: (231) 825-2492

1. Position: Head of School
2. Job Summary: Provides leadership in the development, organization, implementation, coordination and evaluation of all of the school's functions. Works collaboratively with and reports to the Board of Directors and its standing committees to execute the Board of Directors' policies.
3. Qualifications:
 - a. Master's degree in education (preferably administration or leadership)
 - b. A minimum of five years teaching experience
 - c. Must attend a Bible-believing church, preferably one rooted in the Reformed theological tradition
4. Position Focus Areas and Key Responsibilities
 - a. Administration
 - i. Board engagement
 - ii. Team oriented
 - iii. Christ-centered
 - iv. Champion strategic planning
 - v. Maintain accreditation and state compliance
 - vi. Collaborate with local schools
 - vii. Engage association members
 - viii. Delegate when appropriate
 - b. Maintain current level of academic achievement
 - c. Collaborate with staff and Education Committee to improve and expand academic programs and offerings where appropriate
 - d. Development
 - i. Cultivate and sustain positive relationships with the Northern Michigan Christian School Association and its members
 - ii. Expand and improve donor development strategies with the Development Director
 - iii. Collaborate with the Finance Committee in preparing annual budgets

- e. Faculty and Staff
 - i. Recruit new staff and evaluate and develop current staff members
 - ii. Provide professional mentoring for all staff
 - g. Students
 - i. Oversight of all aspects of student life including, but not limited to, elementary, middle school, high school, international and adult programs
5. Terms of Employment
- a. Full-time, 12-month contract
 - b. Four weeks of vacation to be taken during the summer with no more than three consecutive weeks. Other vacation commensurate to scheduled school holidays (e.g. spring break, Christmas vacation)
 - c. Salary and benefits as per school policy