



# **THE CHRISTIAN SCHOOL OF GRACE BAPTIST CHURCH**



*“The fear of the LORD is the beginning of wisdom.”*

## **OPPORTUNITY PROFILE**

### **HEAD OF SCHOOL**

# Job Description

POSITION TITLE: HEAD OF SCHOOL

DEPARTMENT: ADMINISTRATION

REPORTS TO: THE SCHOOL BOARD OF THE CHRISTIAN SCHOOL OF GRACE BAPTIST CHURCH

## RESPONSIBILITY SUMMARY:

The head of school serves The Christian School of Grace Baptist Church as the chief administrator for all grade levels, Pre-K through 8th Grade. This person leads the school by exemplifying irrefragable Christian character demonstrated through a godly attitude and holy conduct as an example of a godly leader to the faculty, staff, and students. Additionally, the head of school demonstrates a passion for Christian education through interaction with the student body and by praying with and encouraging the faculty. As the chief administrator this person will oversee the management of the faculty and staff, financial management, admissions processes, and communication with the school community.

## KEY DUTIES

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- Provide mature spiritual leadership for our student body.
- Oversee student issues pertaining to academic, social, and spiritual needs as well as disciplinary measures.
- Lead, assess, encourage, and pray for the faculty and staff.
- Continue the ongoing professional development of the faculty through regular feedback and organized programs.
- Oversee curriculum review as well as classroom practices.
- Evaluate opportunities to enhance academic programs and extracurricular activities.
- Assess the work of employees through a regular evaluation process and summarize these evaluations for the school board.
- Participate in monthly meetings with the school board and provide reports on financial, faculty, student, and facilities matters and concerns.
- Establish plans for the school's activities and resources including the school calendar and class schedules as well as various programs such as chapel services, school performances, in-service days, standardized achievement testing, report cards, honors assembly and graduation, and an annual report to the congregation.
- Oversee communications with the school community.
- Welcome prospective parents by sharing with them the school's work, philosophy, and enrollment procedures.

# PHILOSOPHY OF CHRISTIAN EDUCATION

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The head of school will agree with and support the beliefs and doctrines of Grace Baptist Church, have a philosophy of Christian education consistent with Grace Baptist Church, and be able to instruct and lead others in the philosophy of Christian education.

The following objectives speak to the philosophy and goals of Christian education. These objectives were established by the school's first school board and continue to be essential goals of The Christian School of Grace Baptist Church.

- *"To teach that all of life must be related to God, and thus that all education must be in accordance with the Word of God. It is our hope that the teachers' attitudes and relationships with the students will reflect practical, experimental, and living Christianity to help develop those values in the hearts and lives of the children, that they can see the fruits of faith in everyday life..."*
- *"To integrate all academic subjects with the Word of God."*
- *"To promote the application of biblical principles to every part of life. It is hoped that through the teaching of the Bible courses and catechism and using every other opportunity to speak to the children of God in creation, of His sovereign rule and providence in history, of His orderliness in math, His wondrous and mighty works in science, of His justice and love in correction, that the children will recognize His works and be aware of His presence in a practical and meaningful way in all phases of life. Academic improvement should go hand in hand with the spiritual improvement of the children..."*

## QUALIFICATIONS

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- A bachelor's degree is required. However, an advanced degree is preferred.
- Have previous classroom teaching experience or administrative experience in an educational institution.
- Have a strong commitment to Christian education.
- Must demonstrate leadership, communication, and decision-making skills.
- The head of school will be a member of Grace Baptist Church or subsequently become a member after accepting the position.

## TO APPLY

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Those interested in the position should send a digital copy of their resume to the president of the school board at [resume@gbcscarlisle.org](mailto:resume@gbcscarlisle.org).

# ABOUT GRACE BAPTIST

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**MISSION STATEMENT:** The Christian School of Grace Baptist Church seeks to partner with parents by providing for their children a Christ-centered education that prepares them to serve God for time and eternity with their head, heart, and hands.

After years of prayer and planning, The Christian School of Grace Baptist Church opened in 1968 with the purpose of providing Bible and gospel centered education to the children of our church and other churches in the greater Carlisle area. By God's grace the Christian school has developed a considerable reputation in our community as an institution of strong faith and excellent academic integrity. We offer a comprehensive Pre-K through 8<sup>th</sup> grade program consisting of traditional classes as well as a rich fine arts program and a variety of sports teams. Our enrollment is approximately 135 students, and we have a staff of 21 full and part time employees. Through the LORD's work and the support of our church we have been blessed with much stability both in retention of our teachers and provision of our financial need. In 2004, the school board created an endowment fund which has helped provide financial aid to families in need of assistance.



*"To the praise of His glorious grace." Ephesians 1:6*

## Contact Info

The Christian School of Grace Baptist Church

777 W. North Street, Carlisle, PA 17013

(717) 243-8820

[www.gracebaptistchristianschool.org](http://www.gracebaptistchristianschool.org)

Office Hours: M-F 7:45 AM -3:00 PM