



Job Description – ECS School Administrator

Title: ECS School Principal/ Administrator

Ministry Purpose:

To oversee and shepherd the Christian day school ministry of Emmanuel Baptist Church.

Professional Qualifications:

- Bachelor's Degree – Required
- Master's Degree – Preferred (if not obtained, willing to pursue)
- Experience in Education – at least 3-5 years
- Thorough knowledge and commitment to a Biblical Philosophy of Christian Education

Personal / Character Qualifications:

- Be a growing Christian.
- Be faithful in church attendance & committed membership. Membership at EBC is required for the Head of School/ Administrator. One would need to be willing to move to EBC if not already a member.
- Support the doctrinal commitments of Emmanuel.
- Meet the general spirit of the qualifications for an elder/pastor or deacon in the scriptures (1 Timothy 3, Titus 1). These character qualifications in spirit would apply to both men and women as fruit of the gospel in their life.
- Able to pass a drug and background check to work with children.

Statement from EBC Constitution:

- It shall be the duty of the Administrator to oversee day to day operations and decisions related to the school ministry and carry out the policies established by the Board.
- The Administrator shall lead efforts to enhance the spiritual development of students and faculty.
- The Administrator will nominate and recommend hiring of faculty and staff to the School Board.
- The Administrator must be a member of Emmanuel Baptist Church in agreement with its doctrine and supportive of the leadership.
- The Administrator will serve under the authority of the Board and report directly to the Pastor(s).



Areas of Responsibility:

Education

- Guard and promote Biblical Philosophy of Education. Be the chief evangelist for Christian Education to the church and school constituency.
- Choose curriculum in conjunction with the pastors that is in keeping with Biblical Worldview and emphasizes Biblical Integration in each subject area.
- Promote quality Christian Education and Biblical Worldview integration (academic rigor and worldview integration).
- Motivate the staff and students for academic excellence.
- Strive to maintain a balanced curriculum and programs that develop to the whole person -- intellectually, emotionally, spiritually, socially and physically.

Development

- Attend conferences, read material, and take courses as available for professional development as a school administrator.
- Encourage, promote, and facilitate the professional development of the teachers and staff.
- Help promote, administrate, and implement fundraising and development efforts to increase financial revenue.

Ministry

- Take the initiative in the discipleship and evaluation of faculty and staff.
- Promote, plan, and implement initiatives to encourage the spiritual development of staff.
- Coordinate with the pastoral staff programs and strategies to maintain and improve the spiritual formation of students.
- Seek to equip and evangelize the parents of students when possible.
- Create programs and events to facilitate parental involvement.
- Encourage, promote and support the ministry of Emmanuel Baptist Church.
- Motivate non-churched families toward church involvement at EBC.

Management

- Oversee day to day operations of the school.
- Manage the School staff.
- Enforce regulations and policies of the school throughout the staff and student population.

Schedule Expectations

- 7:40AM to 4:00PM M-F during the school year.
- Regular, but flexible office hours in the summer months.
- Regular church attendance and involvement at EBC.
- Frequent attendance at most school functions and extra-curricular activities.
- Some travel related to teacher conventions, athletic and fine arts competitions, staff hiring, etc.



Employment Relationships:

- Accountable to the school board and reports directly to the Sr. Pastor.
- Meets regularly with the Pastoral Team.
- Meets monthly with the School Board.
- Works daily with the teachers and staff.

Personal Ministry (Outside of School)

Serve the Lord according to personal giftedness and availability primarily in the context of the local church. Seek to fulfill the great commission in the spirit of the great commandment as the Lord leads.