

300 Administrator Policies

301 Administrator	2
302 Administrator Job Description	2

301 Administrator

The Administrator is responsible to the Board of Education for all programs and activities of Ankeny Christian Academy, Preschool, and Child Care. The Administrator supervises, evaluates and brings all faculty recommendations to the Board for approval and provides the Board with information needed to insure informed decision-making. The Administrator implements Board policies and recommends to the Board modification of existing policies and/or new policies that are consistent with the philosophy and constitution of Ankeny Christian Academy. The Administrator also assists in budgeting, financial reporting, development activities, physical facilities and supervises academic programs.

302 Administrator Job Description

Accountable to: ACA Board of Education

Accountable for: All School Employees

Spiritual Qualifications:

- The Administrator accepts without verbal or mental reservations the ACA Statement of Faith. The Administrator shall support the Educational Philosophy and Objectives of Ankeny Christian Academy and is committed to upholding them.
- The Administrator affirms that, as part of the qualifications for this position, he/she is a "born-again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3, I Peter 1:23)
- The Administrator attends his/her House of Worship in a group setting on a regular basis. (Hebrews 10:25)
- The Administrator has read and agrees to abide by all applicable regulations set forth in the Faculty and Parent Handbooks. He/She agrees to cooperate and adhere to the policies adopted by the School Board.
- The Administrator and the Board of Education believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church. (I Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20) Therefore, the Administrator and Board of Education agree that any claim or dispute shall be settled by biblically based mediation and, if necessary, arbitration in accordance with the "Rules of Procedure for Christian Conciliation" of the Association of Christian Conciliation Services. These methods shall be the sole remedy for any controversy or claim.

Professional Qualifications:

- Bachelor's Degree in education, administration, or with sufficient study in the field of Christian school administration in order to have the adequate professional expertise for the administration of the school, preschool and child care. A postgraduate degree in school administration is desired.
- At least five years of administrative experience in a school setting.
- At least two years of classroom teaching experience required.

- Demonstrated experience in budgeting and managing a budget.
- Willingness to pursue additional training as needed.

General Description:

The Administrator is responsible to the Board of Education for all facilities, finances, programs and activities of Ankeny Christian Academy, Pre-School, and Child Care. The Administrator supervises, evaluates and brings faculty recommendations to the Board for approval and provides the Board with information needed to ensure informed decision-making. The Administrator implements Board policies and recommends to the Board modification of existing policies and/or new policies that are consistent with the philosophy and constitution of Ankeny Christian Academy.

Specific Duties:

Educational:

- Coordinates the planning, development, maintenance, and evaluation of the educational program.
- Creates short and long-range goals for expanding the education programs.
- Coordinates or directs guidance program for benefit of students.
- Develop and manage a student recruitment program that includes parent/student interviews prior to admission.
- Must have a working knowledge of state and federal laws as they pertain to education.
- Constructs the master schedule so all of the applicable Board of Education and State of Iowa regulations are met.
- Responsible for student standardized testing programs.
- Oversee the curriculum development of the school and ensure that the graduation requirements are met for each high school student.

Supervisory:

- Annually reviews and approves job performance evaluation as well as classroom observation of all teaching personnel.
- Directs studies and planning related to administrative staff organization, time schedules, school calendar, enrollments, and facilities requirements.
- Recommends to the board all faculty hiring and/or termination.
- Oversees criminal background checks on all new staff and substitute teachers and any volunteers that work with the students.
- Maintains updates to the faculty manual and student handbook when needed.
- Oversees the scheduling of substitute teachers, when needed, and assists them in successfully fulfilling responsibilities.
- Participates in professional development activities and stays abreast of current educational thought and practice.

Financial:

- Management of the board approved budget.

Board of Education:

- Reviews and approves rules and regulations for staff and students necessary to implement Board policy and maintain general safety and welfare of staff, students, and community.
- Informs and advises the Board, or its committees, about programs, practices, problems of the school and activities operating under the Board's authority.
- Initiates action at his/her own discretion in any matter not covered by Board policy, cases of calamity, acts of nature, and other emergencies.