

## **Ankeny Christian Academy Discipleship Director**

### **Purpose of Position:**

The Discipleship Director is a part of Ankeny Christian Academy's leadership team which is committed to carrying out the school's mission to build Christian character for tomorrow's leaders through authentic relationships, Christ-like discipleship and academic excellence. The Discipleship Director is a twelve month position that will envision and cultivate a culture of discipleship throughout Ankeny Christian Academy.

### **Position**

- **Full-time, year-round**
- **Salaried, at-will employee**

**Reports To:**           **Head of School**  
**Evaluated By:**       **Head of School**  
**Direct Reports:**     **None**

### **Requirements and Qualifications**

- A Bachelor's degree in Biblical studies or equivalent of education and experience
- Candidates will show evidence of a vibrant personal faith in Jesus Christ, a knowledge and comfort in student initiatives, and a commitment to see our Christian academic community flourish in living and learning Biblical truth and application together.
- This person will need to have excellent relational, communicative and administrative skills. Alongside gifts of teaching and preaching, this person will cast vision, intentionally recruit, train, equip and commission student leaders as effective and inspired disciples of Jesus who raise up other disciples who do the same.

### **Spiritual Qualifications:**

The Discipleship Director accepts without reservation the ACA Statement of Faith. He/she supports the Educational Philosophy and Objectives of ACA. He/she is a born again Christian, knows Jesus Christ as Savior, and attends a house of worship in a group setting on a regular basis. He/she agrees to cooperate with school authorities and adhere to policies adopted by the school board. The Discipleship Director believes that the Bible commands us 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; 18:15-20). Therefore the Discipleship Director agrees that any claim or dispute arising out of or related to this agreement shall be settled by biblically based mediation, and, if necessary, arbitration. The Discipleship Director agrees that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waives the right to file a lawsuit in any civil court for such disputes, except to enforce a legally binding arbitration.

## **Discipleship Director Responsibilities and Expectations**

- Serve as a leader in the discipleship and spiritual formation of students. This includes effective partnerships with parents and churches.
- Support, mentor and coach all faculty/staff to integrate discipleship into all aspects of ACA.
- Coordinate and execute Discipleship strategies for school-aged students.
  - a. Oversee chapel
  - b. Coordinate and develop retreats
  - c. Organize community service opportunities.
  - d. Organize discipleship groups, prayer groups, and Bible studies
- Teach Senior Bible class
  - a. Prepare lessons, units and projects to complete learning objectives
  - b. Establish and communicate clear objectives for lessons, units and projects
  - c. Create, assign and grade various assessments for students, including tests, quizzes, essays and projects
  - d. Maintain positive relationships with students, parents, coworkers and supervisors
- Engage and equip students and parents to be Christ-centered, biblically grounded, theologically integrated, culturally competent and mission-oriented.
- Guide students to exhibit Christ-like behavior. These responsibilities will be shared with the Elementary and Secondary Principals to address the emotional and behavioral needs of the students.
- Connect with local pastors and integrate them to help in the spiritual health of ACA
- Advise, serve as a resource for Bible training/curriculum. Serve as part of the Bible curriculum team
- Acts as part of leadership team
  - a. Attend all required or assigned events.
  - b. Other duties as assigned by the Head of School.

The Discipleship Director reports to the Head of School. This position will be annually evaluated and approved by the Head of School for continued employment.

**Physical Requirements to Fulfill the  
Essential Functions of this Position**  
(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE.

WORKING ENVIRONMENT	OCCA-SIONAL	FREQ UENT	DAIL Y	NOT APPLICABL E
COLD (50 F or less)	X			
HEAT (90 F or more)	X			
GASES/FUMES/DUST	X			
CHEMICALS/SOLVENTS	X			
NOISE	X			
CLIMBING STAIRS				x
CRAWLING OR KNEELING				x
STANDING	X			
SITTING			X	
WALKING			X	
RUNNING				X
BENDING	X			
REACHING OVER SHOULDER	X			
PUSHING	X			
PULLING	X			
MOVING HEAVY ITEMS	x			
LIFTING/LOWERING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
LIFTING OVER SHOULDER:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			
CARRYING:				
Up to 20 lbs	X			
Up to 50 lbs	X			
More than 50 lbs	X			

WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QU ENT	DAILY	NOT APPLICABL E
TELEPHONE			X	
FAX	X			
COPIER			X	
COMPUTER			X	
PRINTER			X	
CALCULATOR		X		
OVERHEAD PROJ.	X			
AV EQUIPMENT	X			
OTHER (Please list)				
OUTDOOR DUTY	X			
DRIVING	X			
WORKING ENVIRONMENT	OCCA-SIONAL	FRE-QU ENT	DAILY	NOT APPLICABLE
ON-TIME ARRIVAL			X	
REGULAR ATTENDANCE			X	
SUMMON EMERG. HELP	x			
APPLY CPR/FIRST AID	X			
LEAD FIELD TRIPS	X			
COMMUNICATE DATA			x	
PREPARE REPORTS				
VISUAL ACUITY: Near			X	
VISUAL ACUITY: Far			X	
COLOR DISCRIMINATION			x	
HEARING			X	
SPEECH			X	
MANUAL DEXTERITY		x		
EYE/HAND COORD.		X		

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned.

Signature: \_\_\_\_\_