

# Job Description:

## President

### MISSION STATEMENT

Riverside Christian School exists to provide a Bible-based education, centered on Christ, equipping students for a lifetime of learning, leadership, service, and worship.

### Brief Description:

The School President role demands a foundation in Christian faith and a Master's degree or work-place equivalent. Key qualities include advocacy for Christian education, three or more years of administrative leadership, strong communication and relationship-building skills. Responsibilities include spiritual guidance, personnel oversight, budgeting, strategic planning, fundraising, and ensuring compliance. Dedication to the school's mission, growth, and community service is essential.

**Responsible to:** RCS School Board

**Status:** Exempt-Full Time

### Professional Qualifications:

- Strong personal relationship with Jesus Christ is a prerequisite.
- A master's degree (or workplace equivalency) from a regionally accredited college or university is mandatory.
- At least three years with a preference of five years of leadership experience in successful administrative setting, with a focus on budget creation and implementation, long-range strategic planning, personnel management, and preferably, experience in academic environments.
- Exceptional oral and written communication skills are required.
- Demonstrated ability to cultivate relationships with both internal and external stakeholders.
- Track record of fostering collaborative work environments and serving as a resource for others.
- Proficiency in working with and reporting to a Board of Directors.
- ACSI Certification is preferred, or the ability to obtain certification.

### Required Personal Qualities:

- Upholds honesty, integrity, and exemplary Christian character at all times.
- Passionate advocacy for Christian education is essential.
- Supports and aligns with RCS's Mission, Core Values, Statement of Faith, and Philosophy.
- Proficient in overseeing staff development, finance, marketing, facilities, and fund development.
- Open to receiving and effectively implementing feedback from both internal and external stakeholders.

## **KEY RESPONSIBILITIES AND DUTIES:**

### **Leadership:**

- Fulfill the role of CEO within the school, offering comprehensive leadership.
- Infuse all aspects of the school with Christ-centered, biblically directed spiritual guidance.
- Forge a visionary path forward, inspiring unity in the pursuit of the school's mission.
- In coordination with principals and other administration, take charge of hiring, inspiring, guiding, and evaluating school personnel, providing leadership to those dedicated to the school's mission.
- Assume administrative leadership, overseeing the systems and tasks necessary for mission accomplishment.
- Spearhead the creation and oversight of essential leadership and governance processes and policies in collaboration with the School Board.
- Motivate and supervise administrative team members.
- Provide monthly monitoring reports to the Board, ensuring timely and appropriate communication.
- Contribute to Board leadership by facilitating policies, meetings, and formulating recommendations.
- Ensure all school practices adhere to legal, ethical, and moral standards and align with the RCS Statement of Faith, values, policies, purpose, and philosophies.

### **Parent and Stakeholder Interaction:**

- Create, supervise, and execute strategies for structured parent input and engagement in the school.
- Promote communication, participation, and community service initiatives.
- Coordinate and cultivate relationships with Bible-based churches within the vicinity.
- Establish, facilitate, and nurture relationships across diverse stakeholder groups including students, parents, faculty, staff, donors, volunteers, board members, and alumni.

### **Institutional Advancement:**

- Direct and supervise the development, promotion, and implementation of strategies aligned with God-honoring principles for garnering financial support, including annual funds, capital campaigns, endowments, deferred giving, grants, and special projects.
- Act as the primary representative for the school, leading the planning, organization, and execution of initiatives aimed at enhancing capacity, as well as promoting and marketing the school effectively.
- Supervise student retention and recruitment programs to ensure their effectiveness.
- Forge robust partnerships with businesses and corporations to secure support for the school's endeavors.
- Implement a comprehensive and continuous plan for school improvement, encompassing both short- and long-term strategic objectives.

**Business Management:**

- Oversee the annual budgeting process for the school's operational, restricted, and capital funds, ensuring alignment with Board policies and GAAP standards along with the required annual audits
- Demonstrate fiscal accountability by managing income and expenses in accordance with the budget and Board policies, supporting short-term and long-term planning objectives.
- Assess needs and strategize for the provision, protection, and maintenance of assets essential to fulfilling the school's mission.
- Supervise financially successful and responsible programs for tuition assistance.

**Institutional and Spiritual Development:**

- Maintain the educational direction of RCS in alignment with biblical Christian principles in conjunction with educational staff and committees.
- Foster a nurturing and constructive environment conducive to the spiritual and academic growth of students, faculty, and staff.
- Implement a system of regular audits of instructional programs and supportive structures to facilitate ongoing educational enhancement in conjunction with educational staff and committees.
- Develop educational initiatives and programs that align with RCS's Mission and Vision.
- Provide leadership and supervision in spiritual matters within the school community in conjunction with school administration
- Strategize and organize approaches to stay abreast of educational innovations and improvements consistent with the school's mission.
- Oversee application and compliance with and maintenance of accreditation standards set by Cognia and educational staff.

**Facility Management:**

- Coordinate with vendors and manage supply purchasing to maintain facilities within budget.
- Develop and oversee facility budgets to allocate resources efficiently.
- Enforce and implement safety policies and procedures to ensure a secure environment.
- Conduct regular inspections to identify maintenance needs and safety hazards.
- Stay informed about industry trends and regulations to enhance facility management practices.
- Oversee and coordinate all aspects of grounds and facility matters.

**Miscellaneous**

- All other duties assigned by the Board.

## RIVERSIDE CHRISTIAN SCHOOL STATEMENT OF FAITH

We believe the Bible to be the inspired, the only infallible, authoritative, inherent Word of God (*II Timothy 3:15, II Peter 1:21*).

We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (*Genesis 1:1, Matthew 28:19, John 10:30*).

We believe in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14, Matthew 1:23, Luke 1:35*); His sinless life (*Hebrews 4:15, Hebrews 7:26*); His mercies (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9*); His resurrection (*John 11:25, I Corinthians 15:4*); His ascension to the right hand of God the Father (*Mark 16:19*); His present reign and His personal return in power and glory (*Acts 1:11, Revelation 19:11*).

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved (*John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5*).

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto eternal death (*John 5:28-29*).

We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (*Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11*).

We believe in the spiritual unity of the believers in our Lord Jesus Christ (*Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28*).

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a godly life (*Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18*).

We believe every person must be afforded compassion, love, kindness, respect, and dignity (*Mark 12:28-31; Luke 6:31; Galatians 5:22-23*).

We believe God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (*Genesis 1:26-27*).

We believe that the term "marriage" has only one meaning: the uniting of one genetically defined man and one genetically defined woman in a single, exclusive union, as delineated in Scripture (*Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8*).

We believe God has commanded no intimate sexual activity be engaged in outside of a marriage between a man and a woman (*Hebrews 13:4*).

We believe any form of sexual immorality is sinful and offensive to God. (*Exodus 22:19; Leviticus 18:6-23; 20:15-19; Numbers 25:1-2; Matthew 5:27-28; Romans 1:26-27; I Corinthians 5:1; 6:18; 7:2; Colossians 3:5; Hebrews 13:4; I Peter 4:3*).

We believe in order to preserve the function and integrity of RCS as the local body of Christ, and to provide a biblical role model to RCS members and the community, it is imperative that each Christian parent, and all persons employed by RCS, or those that serve as volunteers, agree to abide by the biblical teachings on this matter (*Matthew 5:16; Philippians 2:1-16; I Thessalonians 5:22*).