

JOB DESCRIPTION FOR:
Head of School – St. John School

SUPERVISOR:
Senior Pastor

PURPOSE STATEMENT:

St. John School: A Personalized Learning Academy
Cultivating Confident Learners and Leaders
Innovative Approach • Tailored Design • Whole-Person Growth

The Head of School for St. John School will provide leadership, vision, oversight, community development, and strategic direction for the growth and success of our school ministry in alignment with the greater Pathfinder strategic vision, “Bringing together imperfect people, in pursuit of a Whole Life.”

DESIRED QUALIFICATIONS:

- **Leadership**
 - Graduate of an accredited college or university with at least a Master’s degree in school administration or a related field.
 - Possesses administrative certification in the State of Missouri.
 - Experience in strategic planning.
 - Five or more years of successful teaching experience.
- **Relational**
 - Winsome people-person, highly capable at forming and regularly investing in relationships.
 - Diplomatic and able to incite confidence and passion for the vision.
- **Communicator**
 - Strongly capable of collaborating and communicate effectively—verbally and written.
 - Maintains complete, accurate records and statistics. Develops meaningful reports for others.
- **Organizer**
 - Detail-oriented designer and systematic planner.
 - Coordinates the efforts of others.
- **Problem Solver**
 - Demonstrates an infectious optimism under pressure and a willingness to find solutions.
- **Recruiter**
 - Identifies and develops others to be leaders.
- **Faith-Filled**
 - Lives in awe of, dedication and surrender to the grace of God shown through Christ.
 - Willing to become a member of Pathfinder Church or worship at Pathfinder regularly.

ESSENTIAL JOB FUNCTIONS:**Strategic School Leadership**

- Prayerfully seeks God's favor and guidance in leading the school toward a God-centered vision.
- Monitors and evaluates effectiveness of all programs to ensure that all aspects of the school are aligned with the school's unique brand.
- Reviews, develops, and recommends policies as appropriate.
- Develops and monitors the annual budget for efficient and effective use of school resources.
- Participates as a collaborative member of the Pathfinder Strategic Team
- Effectively liaises between the Pathfinder Strategic Team and the St. John School Leadership Team to maintain unity in purpose and spirit across the organization.
- Oversees accreditation processes.
- Oversees the curriculum evaluation process.

Growth & Vision Oversight

- Oversees and coordinates fundraising strategies for the Annual Fund and scholarship support; seeks opportunities for grants and third source funding.
- Collaborates in the school budgeting process with the Pathfinder COO.
- Works collaboratively with Pathfinder Brand & Marketing Director to create and execute a strong marketing strategy to grow enrollment & promote the vision.
- Coordinates admissions efforts to achieve annual enrollment targets.
- Builds and maintains an active and enthusiastic alumni association.

Staff Leadership

- Directly leads the School Leadership Team (3 full-time leaders) in developing, executing, sustaining, and improving the vision, culture, and climate of the school.
- Evaluates the School Leadership Team and coordinates development for their growth.
- Supports school leaders in creating coherence in activities, policies, procedures, and routines within the school culture that uphold our vision and maintain consistency with our unique brand.
- Evaluates the professional development of school staff (as led by the principals), ensuring efforts are connected to student data and the school vision.
- Demonstrates a commitment for professional development growth (i.e. educational seminars/conferences, personal research, educational literature) and shares learnings with others.
- Visible in all classrooms developing relationships with students and establishing rapport and high expectations for teaching staff performance.
- Collaborates with School Leadership Team and Pathfinder HR department in the selection of school staff as well as job assignments, performance reviews, promotions, and compensation.

Parent Community Leadership

- Assists in forming and maintaining effective community relations.
- Works with the school leadership team to field parent and community concerns, questions, and outreach.
- Leads the St. John School Parent Council to be an effective liaison between school leadership and the parent community.
- Creates an environment of enthusiastic volunteer and financial support of St. John School in the parent community.
- Ensures strong supportive relationships between the Parent Teacher League (PTL) and School Executive Team.
- Maintains an accessible and invitational presence for parents.

WORK SCHEDULE:

Full time position, typically working Mon – Fri, 7:00am – 4:30pm. *Alternative work schedule options may be available.* Must have flexibility to work occasional evenings and weekends.

COMPENSATION & BENEFITS:

Our compensation is competitive with other area non-profits. In addition to these generous benefits:

- Medical, Dental, Vision plans to cover the entire family
- Retirement plan with employer contribution
- Generous tuition discounts for dependents at St. John School
- “Bring your infant to work” policy
- On-site Fitness Center & Café