**Position Title:** SchoolAdministrator

**Qualifications:** Bachelor’s degree in education-related field; Experience in education

or ministry preferred

**Reports To:** Meadowview Christian Academy Board

**Responsibilities:**

Work cooperatively with the staff, students, families, the community, and the Board

Handle day to day operations related to school activities, scheduling, and discipline. Consult and update the board as necessary.

Promote/market the school to the target area served by connecting with local churches, businesses, and families.

Supervise staff and volunteers in order to maintain a positive environment for staff and students.

Oversee the Biblical education of students by reviewing lesson plans and curriculum, coordinating chapel schedule, and purchasing necessary instructional materials.

Coordinate professional development and facilitate monthly faculty meetings.

Seek and write grants to benefit the development of the school.

Attend and participate Parent Teacher Fellowship (PTF) meetings.

Attend and participate in monthly board meetings to update the Board.

Communicate school closings, schedule changes, and other pertinent information to families and board members.

Complete other job-related duties as assigned by the Board.