



Position Description for Impact Christian Academy Administrator

Position Summary:

Impact Christian Academy is looking for a mature and growing believer in Jesus Christ to lead our vision and grow our school to impact the world for Christ. He/She will be a visionary leader committed to Christ-centered education, possessing the experience, knowledge, and ability to articulate and facilitate the mission and vision of Impact Christian Academy. He/She will also develop the appropriate strategic framework to grow and scale our school and provide leadership to achieve its goals and vision.

See our website for our Mission and Vision Statements, Guiding Principles, Core Values, Statement of Faith, Academic Philosophy and Curriculum, and Parent/Student handbook.

[Partner · Train · Equip · Prepare · Serve \(impactchristianacademymn.org\)](http://impactchristianacademymn.org)

Work Hours: Varied, primarily matching school hours of 7:30 to 4:00 pm

Days of Work: Monday through Friday with occasional evening and weekend work

Work Location: Onsite at Buffalo Covenant Church until we secure a new location in Wright County

Interview process will be a phone interview, professional skills and personality assessment, followed by an interview with the board of directors and Head Teacher.

Job Description:

In partnership with the school board, the Administrator is responsible for the school's success and growth. The Administrator provides spiritual, educational, and administrative leadership to the school's campus and programs. It is his/her responsibility to inspire, lead, and direct all phases of the school's operations. The Administrator is responsible to optimize all support programs and ancillary functions necessary for a successful school, including a budget, facilities operations, missions, sports, and the creation of an overall culture of academic excellence that can prepare students for future success. This should be balanced within a caring, nurturing, and Christ-centered environment. He/She will be responsible for collaboration with the board and PTO on marketing and fundraising to achieve our growth goals and future capital campaigns. He/she will work in collaboration with our Head Teacher who will focus on personnel matters (recruiting, hiring, coaching, rewarding, training, and retaining high performing staff while disciplining and terminating those who do not meet the school's standards of excellence and integrity), the execution of all educational programs, and curriculum choices. The Administrator reports to the school board and must act in accordance with the policies established by the board.



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Required Qualifications:

- A mature and growing servant leader in Christ.
- In agreement with the Vision and Mission of Impact Christian Academy.
- Bachelor's degree required.
- Leadership experience required; educational leadership preferred.
- Experience in marketing products or services, fundraising, and public speaking.
- Articulates ideas verbally and in writing with excellence.
- Understands finest pedagogy strategies and how to imbed them within a Biblical understanding of the purpose of learning and student growth.
- Acumen in financial management, budgeting, and forecasting.
- Willingness to hold students and staff to high standards of work, behavior and speech balanced with mercy and grace.
- Possess a spirit of partnership and team building.
- Ability to clearly relay the mission and vision of Impact Christian Academy to invite Christ followers who are called to support us financially.
- Maintain an open-door policy to all stakeholders.

Preferred Qualifications:

- Experience in successfully growing a Christian school.
- Training in school administration.
- Adept at Microsoft Word, Excel, Publisher, PowerPoint, and Access.
- Master's degree or doctoral degree preferred.
- Five plus years of leadership experience in Christian education or Christian ministry.

Future Growth: Impact Christian Academy opened its doors this fall of 2022 with 84 students in our first year. We are currently a K-9 school with the goal to grow into a K-12 school. We are currently at capacity in our current location at Buffalo Covenant Church and actively planning for our growth and facilities plan including a capital campaign to fund our future expansion. The Administrator position will need to be a strategic and creative thinker, ambitious, resourceful, resilient, adaptable to change, able to lead through change, and able to network with partners and stakeholders. Our vision is to serve 100+ students in 2023 and further growth as we find our future home which will allow us to serve 250+ students in Wright County by 2028. Our future vision includes athletics, music, theater and more. This vision provides a unique opportunity for of Head of School to grow with us and accomplish something great for the Kingdom of God!

Salary Range: \$40k - \$60k, depending on experience, with increase scale as the school grows.

Please email resume and reference to board@impactchristianacademymn.org