

# **Kelowna Christian School**

## **Head of School / Interim High School Principal**

### **Job Posting / Description**

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#### **Introduction**

At Kelowna Christian School our vision is to be a Christ-like community passionately transforming our world. We strive to achieve our vision by educating, equipping and inspiring our school community to become disciples of Jesus who love and serve God and others. We believe each learning experience provides the opportunity to help our students discover their own unique and meaningful story, and most importantly, their place in God's story.

Our desire is to partner with parents to create a challenging and creative environment to inspire students to develop and find their story. A community that strengthens the heart, soul and mind of students to discover his or her true potential and impact on the local and global communities. Students that are not only leaders of the next generation, but also caring servants in His kingdom through authentic, relationship with Jesus Christ. Kelowna Christian School presents life changing education that provides a strong foundation of identity, knowledge, purpose and Christ-like character for world changing students.

Our administration, teachers, and staff are energetic, knowledgeable, and highly qualified. Their ministry is clearly marked by dedication and service to our Lord Jesus Christ. Our KCS families (including students, parents, grandparents and a strong alumni network) are committed to Christian education.

With a rich history that began over 40 years ago, we continue to thank God for His many blessings and are truly excited about our future. As we embark on the future, a search committee has been formed to identify the next Head of School of Kelowna Christian School.

#### **School Vision**

To be a Christ-like community passionately transforming our world.

#### **School Mission**

To educate, equip and inspire our school community to become disciples of Jesus who love and serve God and others.

#### **Core Values**

##### **Biblical Foundation**

At KCS we take the Bible seriously. As the inspired Word of God, it's the foundation of everything we do as a school - from our approach to education to relationships and discipline.

##### **Prayer**

We are a community committed to prayer. It's a source of strength and an acknowledgement that we are utterly dependent on God and His purposes. "Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God." - Philippians 4:6 NIV

##### **Creativity**

Confronted with a rapidly changing world, we believe students and staff must be creative and flexible in their approach to changing and new challenges.

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#### **Excellence**

We don't just mean high test scores. We mean students should strive to do well, and through encouragement and engagement achieve their personal best in a process of continuous improvement. Excellence at KCS means we push ourselves and our students to keep getting better using our best effort.

#### **Perseverance**

True excellence requires an ongoing effort - perseverance and grit. A willingness to accept failure and use it as a springboard for continued effort. As a Christian school, we acknowledge and want to develop the inclination to trust God to be there in the hard times.

#### **Integrity**

Acting with integrity means a willingness to make the right call even when no one sees it or whether it comes with a personal cost.

#### **The Position Profile**

The Head of School is first and foremost the spiritual leader of the school. One must be willing to lead with a servant's heart, sharing the vision for the school and a passion for Christian education. The Head of School must be willing to take the leadership role in serving the students, their parents, the faculty and staff, and the community at large in the realm of Christian education. He/she must be a keeper of the faith, adhere to the school's Statement of Faith and serve a multi-denominational student body.

The Head of School will be providing direction and leadership in the financial, instructional and operational affairs, while also supporting the academic and instructional leadership of the school. In addition, he/she will oversee institutional advancement and development in the areas of fundraising, student recruitment/marketing, and public relations.

The Head of School directly supervises the campus principals, Director of Finance and Operations, Director of Teaching and Learning, Director of Advancement, Director of Spiritual Life, and Special Education Coordinator. He/she shall support and oversee the entire school's operation on a day-to-day basis.

Kelowna Christian School is recognized as a school of excellence and growth. In light of that, we are searching for a person who can provide effective and Biblical leadership to facilitate and continue this pattern of excellence and growth. This person must be one who can not only provide that strong leadership, but at the same time love and care for the entire faculty, staff, students and their families. In addition, this person must also possess strong communication skills and take on an appropriate sense of ownership of the organization as the head administrator.

Please refer to the following job description for an outline of more specific responsibilities.

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### **Qualifications**

The candidate for this position should have demonstrated ability and commitment in meeting the following standards:

1. A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with Biblical mandates, and the Holy Spirit.
2. One who has a strong understanding of the KCS organization and a belief and passion for its Vision, Mission, and Core Values.
3. Is in agreement and support of the school's Constitution and By Laws, Statement of Faith, and Standards of Conduct.
4. Has earned a Bachelor of Education degree (or equivalent) and a Master's degree in a related field. Additional qualifications and/or background in the following areas will be considered an asset: leadership, theological training, personnel management, finance, or marketing.
5. Has at least 5 years of teaching experience, and 5 years of school administrative experience.
6. Currently holds, or is eligible to receive, BC Teaching Certification.
7. An individual gifted in administration who possesses Biblical leadership qualities, and has proven ability to plan, initiate, and complete strategic plans and projects on a timely basis.
8. An individual gifted in interpersonal relationships and is recognized as an effective communicator with all of the constituencies of the school.

### **Job Description Summary**

The Head of School shall be responsible for the overall spiritual, academic, fiscal and communal strength of the school. She/he will be directly responsible to the KCS Board and will operate KCS in accordance with the Vision, Mission, and Core Values and policy of the school.

### **Evaluation**

SCSBC evaluation process or its equivalent.

### **General Responsibilities**

#### **I. Leadership**

The Head of School shall shepherd the faculty and staff and provide servant leadership. The position's main focus is the realization of the Vision, Mission and Strategic Objectives of KCS in partnership with the Board of Directors and in alignment with KCS's Core Values.

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A. Spiritual Leadership:

- (i) Develop and maintain a Christ-like community, and ensure that KCS is a place that first and foremost fosters a strong relationship with God in those who work in and attend KCS.
- (ii) Ensure, through effective oversight, that the planned activities and programs of KCS are performed in a manner which educates, equips, and inspires our school community to become disciples of Jesus.
- (iii) Establish and foster the dynamic spiritual goals and objectives for KCS staff and students.
- (iv) The HOS will focus on transforming KCS's culture into an integrated discipleship-infused education environment, ensuring students reach their full personal academic potential and develop a close personal relationship with Christ.

B. Educational Leadership:

- (i) Keep abreast of current directions in education in general and Christian education in particular.
- (ii) Establish and foster dynamic, sound educational goals, objectives and outcomes for KCS students, in harmony with the KCS Design Principles of Learning.
- (iii) Work in collaboration with other KCS leaders to meet provincial accreditation standards.
- (iv) Work in collaboration with other KCS leaders to develop a sound program for the spiritual and professional growth of the faculty through in-service, conferences, and workshops.

C. Strategic Leadership:

- (i) Alongside the KCS Board, administration and staff, implement the initiatives and activities outlined in the school's Strategic Plan.
- (ii) At the appropriate time, develop in conjunction with the KCS Board, administrative and teaching staff the next version of the current strategic plan
- (iii) Develop within the KCS administrative and teaching staff a strong understanding, ownership, and support of the KCS vision, mission, Strategic Plan, and Design Principles for Teaching and Learning.

D. Board Leadership and Governance:

- (i) Implement Board approved policies, directions, and initiatives.
- (ii) Ensures that KCS is fiscally managed in a fashion that will ensure its financial integrity and management in ways consistent with the objectives of the Board of Directors.
- (iii) Ensures that the Board of Directors is properly informed and supported in its effort to provide vision and strategic direction for the benefit of the Society. Ensures appropriate collaboration with the Board.
- (iv) Provide the Board of Directors with regular Key Performance Indicator reporting through appropriate dashboards that measure progress against the Operating Plan and Operating Budget, Capital Plan and Capital Budget, and Strategic Objectives.

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- (v) Help the Board remain focused on meeting the requirements of the Board Charter, Board Composition & Profile, Board Selection Criteria, Board Committee Charters, and the Constitution and By-laws of KCS.
- (vi) Assist the Board to remain focused on the development and implementation of a Strategic Governance model.

## **II. Human Resource Management**

Through hiring, supervision, and evaluation, ensure personnel are in alignment with the school's Vision, Mission, Core Values, and Statement of Faith.

### **A. Recruitment, Hiring, and Assignments:**

Ensure that qualified individuals are hired and placed in roles where they can successfully fulfill the KCS Vision, Mission, and Core Values by overseeing the identification of personnel needs, the hiring of personnel, and the assignment of responsibilities and duties.

### **B. Supervisions and Evaluations:**

- (i) Directly supervise and perform professional development evaluations of school personnel who report directly to the HOS.
- (ii) Ensure that productive evaluations of all teachers and staff are performed in a manner which increases the strength of the KCS education and spiritual experience.
- (iii) Ensure that teachers and staff have regular access to, and are attending, in-service programs focused on curriculum and professional development with appropriate training conducted.

### **C. Dispute Resolution:**

Act as a possible final arbiter (outside of the Board) of issues and disputes between KCS personnel in a manner in keeping with KCS policy.

## **III. Operations Management**

### **A. Enrollment:**

Ensure that the people and programs are in place and are effective to retain current students and to recruit new students, such responsibility to include the establishment and maintenance of dynamic enrollment campaigns.

### **B. Programs:**

Evaluate all programs on a regular basis to determine whether the programs are effective and meeting both their objectives and fostering the KCS Vision, Mission, and Core Values. Such evaluations shall include recommendations to meet such requirements and/or to discontinue any programs.

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- C. Facilities:
- (i) Establish the long-term plans for development and maintenance of the KCS facilities.
  - (ii) Ensure KCS facilities are well maintained and foster a welcoming and professional educational environment.
  - (iii) Oversee and implement policies for safe school facilities.
  - (iv) Monitor any construction, renovation, or demolition of school facilities.
- D. Day to Day School Operations:
- (i) Oversee the day to day operations of KCS and to ensure that the people and programs are in place which will foster and reach the KCS Vision, Mission, and Core Values.
  - (ii) Oversee the development of the KCS annual calendar.
  - (iii) Assist the senior leadership team with admissions decisions and procedures.
  - (iv) Oversee and assist the principals in implementing policies and programs relating to behaviour and discipline of pupils.
  - (v) Maintain programs for the health and safety of pupils.
  - (vi) Ensure that KCS operations comply with all applicable laws and regulations.

**IV. Fiscal Management**

- A. Budget: The Head of School shall be responsible to...
- (i) Develop the Operating Plan, Operating Budget, Capital Plan and Capital Budget for approval by the Board, and subsequent management of spending to ensure that sound fiscal management governs.
  - (ii) Oversee the implementation and maintenance of the approved annual budget which shall include:
    - review and approval of requests for purchases
    - collection of tuition accounts
    - see that all funds, physical assets, and other property of KCS are appropriately safeguarded and administered
  - (iii) Maintain adequate and secure records for the school, including a system of financial accounts, business and property records, personnel records, school population and scholastic records.
- B. Development:
- (i) Oversee and develop, in conjunction with the Advancement Director, a strategy to address KCS's annual and long-term funding/charitable gifting needs.
  - (ii) Oversee the planning and execution of long and short-term fundraising endeavors.
  - (iii) Participate actively in KCS Development activities fostering both a giving spirit and connection between giving and school advancement.

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**V. Marketing/Public Relations:**

The Head of School shall be the designated spokesperson for KCS to the Society, local churches, area residents, government, the business community and local media.

- A. Relationships: Establish and develop relationships with members of the communities to promote positive relationships between KCS and the greater community.
- B. Communications: Foster, through maintenance of consistent and regular communications, a strong positive awareness within the community of KCS and its activities and programs.
- C. Promotion: Work collaboratively with the Director of Advancement and the Marketing Manager to promote KCS.