



# Oroville Christian School

## Role Description

Job Title: Administrator/Principal

Organizational Supervisor: School Board Chairman  
Alignment: School Board

FLSA Status: Exempt  
Job Status: Full-Time  
Employee:

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### Goal and Purpose

We believe that it is the parent's responsibility to train up a child in the way he/she should go. Our goal is to assist parents in preparing their children for life by leading them to Christ, equipping them with strong academic skills, developing a sound biblical worldview, and nurturing godly character.

Our goal is to provide students with a high-quality elementary Christian education and to teach our students principles from God's word that they will apply to every aspect of their lives.

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### Job Duties

*Essential duties and responsibilities, i.e. those that are basic, necessary, and an integral part of the job, are indicated below.*

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#### Spiritual

- Maintain a daily personal devotional life so as to be prepared spiritual for the demands of each day.
- Demonstrate, by example, love and obedience to Christ and His word. Motivate students to accept God's gift of salvation and help them grow in their faith.
- Attend an evangelical church and serve in a church ministry as the Lord leads.

#### Essential Functions

- The OCS Administrator is regarded as the chief officer of the school and charged by the Board with the responsibility for the safe and effective operation of the school. He/she is accountable to the OCS Board and operates according to the philosophy, policies and procedures established by the Board.

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### Role Description - Administrator

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- Prepare the school calendar, plan and administer faculty and staff orientation. Meet regularly with school personnel and the school board.
- Hiring and Supervision of personnel: Recommend applicants for vacant positions to the Board. Observe and evaluate teachers and support staff as indicated by school board policy. Plan in-service/orientation programs for the faculty. Hire and fire support staff.
- Supervision of Curriculum: The Administrator is responsible to oversee the development and coordination of curriculum that is consistent, integrated and displays continuity from grade to grade. This will allow the faculty to function freely within the realm of their role description to maximize learning opportunities.
- School Board Relations: The Administrator shall attend all Board meetings to report the school operation to the Board and the Board action to the school personnel. The report shall include evaluation of staff, status of the school and any achievements and concerns.
- Budget Formulation and Control: The Administrator shall do preliminary work with teachers and Bookkeeper to prepare an annual budget. He/she will meet with the finance committee to develop the annual budget, which will be presented to the full Board. As part of the budget the tuition rate for students and salary adjustments for the staff will be considered.
- Long Range Planning and Development: The Administrator shall submit plans for developmental programs in curriculum, building, equipment and staffing as part of a strategic plan for the total development of the school. He/she is responsible to present to the Board short (1 year), intermediate (2-3 years) and long range (4-5 years) strategic plans.
- Student Admissions and Discipline: The Administrator shall have an entrance interview with all families desiring to enroll their children. He/she will work with teachers to establish a program of student interviews and testing. He/she shall regulate and enforce discipline in accordance with the student handbook.
- Parent-Teacher-Prayer Fellowship: As an ex-officio member, the Administrator shall work closely with the PTPF officers and members to ensure programs that meet the needs of the school families and to encourage strong spiritual leadership within the organization. It is recommended that the Administrator periodically attend meetings.

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Role Description - Administrator

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- Public Relations: The Administrator shall work closely with the Board and staff members in planning an effective program presenting the school to the community.
- Spiritual and Academic Leadership: The Administrator must be a person of prayer and Bible Study and is responsible to the Board for the spiritual and academic leadership of OCS.

## Human Resources

- HR Binder
- Personnel New Hires
- Employee Handbook
- I-9 Audit (Aug)
- Teacher contracts (May)
- New Year Orientation Paperwork (Aug)

## ● Other Responsibilities

- Carry out all mandates of the school board.
- Submit written monthly reports.
- Manage all aspects of the personnel.
- Authorize contracts to agencies or persons outside the school.
- Manage non-budgeted expenditures as approved by the Board.
- Monitor annual budget.
- Establish a clear line of authority.
- Make available the school policy manual for viewing by staff and parents.
- Oversight of parent newsletters and letters to parents.
- Coordinate activities of all school functions, parties and programs.
- Consult with parents as requested for problem resolution and provide leadership in parent education and in parent prayer activities.
- Resolve problems as they arise.
- Oversee and participate in a.m. staff devotional time.
- Oversee all special projects, such as building programs, special services, HST, concerts, conventions, etc..
- Administer EDSS and coordinate all chapel programs.
- Manage and evaluate annual student testing and report results to the board.
- Check lesson plan books and grade books.
- Coordinate schedules, use of facilities and duty roster.
- Secure substitute teachers.
- Establish systems and train staff of daily operation such as attendance records and grading.
- Evaluate programs and personnel and recommend changes as appropriate.
- Reports needs for maintenance, repairs and security to church trustees.

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- Maintain professional relationships with and among the faculty.
  - Provide checkouts for assigned staff at the end of the year including inventories, cleaning, storage, projected orders, etc.
  - Provide leadership through membership and participation in professional associations.
  - Write articles for the School Newsletter (Eagle) and for the church newsletters (the Contact).
  - Prepare and deliver the OCS Annual Report to the Evangelical Free Church office and church.
  - Periodically give a Ministry Moment report during an assigned church service.
  - Attend church staff meetings as time/responsibilities allow.
  - Check campus safety morning and evenings, checking doors and alarms.

**Professional** ● As the center hub for all school communications confidentiality and discretion is essential. Must not participate in gossip or discuss any information with non-essential persons.

- Arrive punctually and attend all duties, programs, and meetings that are scheduled.

**Safety** ● Actively support and maintain safety standards, training, and ongoing safety program, resulting in a safe and healthy work and school environment.

- Responsible for understanding the school's fire, earthquake, and lockdown procedures and directing children whenever needed. Responsible for taking on an assigned role in the disaster plan if implemented.
- Comply with requirements to report reasonable suspicion of physical Abuse.

### Relationships, Qualifications and Requirements, and Competencies

**Key Relationships** ● Report to: School Board Chairman  
● Ministry Partners: Oroville Evangelical Free Church Volunteers and Members, General Community, Servant Leaders and

## Staff Members

<b>Role Qualification and Requirements</b>	<b>Education:</b> Must have the following:  <ul style="list-style-type: none"><li>● B.S. or B.A. with graduate training in administration, supervision and curriculum development or administrative experience.</li><li>● Be ACSI certified in Christian School Administration.</li><li>● Work within the ethical standard of the Bible.</li><li>● Be a student of the Word of God and see his/her role from a spiritual perspective.</li><li>● He/she should be a person with proven spiritual, moral, academic and leadership qualities to direct the total ministry of the school.</li></ul>
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ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; multitasking; meeting deadlines and schedules; working with frequent interruptions; setting priorities; working as part of a team; making independent decisions; and administering immediate first aid.

RESPONSIBILITIES include: working under limited supervision using standardized practices and/or methods; and maintaining a positive school image at all times.

**Physical Demands and Work Environment** The physical demands and work environment characteristics are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL:** The employee is regularly required to talk or hear. The employee is frequently required to stand, walk, sit, use hands, and fingers to handle or feel, and reach with hands and arms. The employee is occasionally required to climb, stoop, kneel, crouch, or crawl. The employee will lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. While performing the duties of this job, the employees occasionally exposed to outside weather conditions. The employee is regularly in a typical office environment with adequate light and moderate noise levels.

**BUILDINGS:** Students in each individual classroom are required to move about in the buildings from the classroom to the lunch area, the chapel and/or the school office. Secretaries must be able to accompany students in the hallways or in other places in the building as they move from one location to another location in the event of an emergency.

**OFFICE:** Must have sufficient vision and hearing to allow for active supervision and interaction with students, teachers and parents. May be required to assist in moving children's desks, work tables, chairs, or reconfigure a room.

**SUPERVISION:** Students cannot be left unattended at any time and/or left alone without the presence of a teacher, aide, staff, or OCS approved/fingerprinted adult(s).

**ATTENDANCE:** The administrator is required to work from the hours of 7:30 AM until 4:00 PM unless prior permission is granted. Consistent absences or tardies will be reflected in the annual review.

<b>Competencies:</b>	<b>General:</b>	-Spiritual Maturity -Effective Communication - Influence/Contribution -Relationship Building/People -Stewardship -Pastoral -Scope (initiative, expertise in ministry, etc.)
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**Employer Disclosure Statement:** *The statements and job description is intended to describe that nature and level of work being performed within this job. They are not intended to be an duties, and tasks. Other similar or additional duties are to be performed as assigned. Nor is this job description intended, in any way, to be an employment contract. Your employment continues to be at-will. You, or Oroville Christian School may terminate employment at any time for any reason.*

**Employee Acknowledgement and Acceptance:** *I hereby acknowledge receipt of this role description and further acknowledge that I have read and understand.*

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: -----