



CHRISTIAN FELLOWSHIP SCHOOL

HEAD OF SCHOOL PROFILE

THE POSITION

This position serves as chief executive, and academic/spiritual leader of Christian Fellowship School as well as the elementary and middle school principal. His or her leadership team consists of the following members: Administrator, High School Principal, Administrative Support, and Pre-school, Elementary and Middle School Instructors. The Head of School works in close partnership with the CFC Elder Board, School Board, and Parent Advisory Board to ensure that the mission and vision of the CFS ministry is accomplished. This position oversees staffing and enrollment decisions and serves as the primary representative of the school to the church elder board, school board, community, staff, parents, and students.

Christian Fellowship School is a significant ministry of Christian Fellowship Church; therefore, the Head of School should be in agreement with its [Statement of Faith](#) and be a member of CFC or be willing to become a member.

LEADERSHIP CHARACTERISTICS OF THE IDEAL CFS HEAD OF SCHOOL

Strong, Vibrant Faith

- Have a strong personal faith in alignment with the CFS Statement of Faith, demonstrated by church involvement and a consistent display of godly character
- Be comfortable and gifted in spiritual leadership, as well as resolving conflict using Biblical principles
- Be approachable and welcoming to a student body that represents over 30 different church backgrounds
- Know the Lord passionately and comfortably share his/her faith with faculty, parents, and students

Strategic Leadership

- Oversee development of the long-term vision
- Lead the collaborative implementation of a strategic school plan that facilitates school growth
- Communicate the CFS story and vision in a compelling manner
- Understand and champion Christian education

Relational & Communication Skills

- Be a good listener, actively inviting and considering new and different viewpoints
- Be an effective and engaging communicator in writing, public speaking, and one-on-one conversations
- Inspire and attract new and existing community members with a clear focus on the mission

Relevant Experience & Demonstrated Success

- Have proven Christian/Public School Administration and teaching experience in a role similar in size, scope, and complexity to the CFS role
- Be able to lead and collaborate with administrative team members and teachers effectively.
- Have a minimum of a Masters' degree in school administration; classroom experience; and a demonstrated commitment to lifelong learning

Academic Leadership & Management Skills

- Be passionate about Christian education and the integration of faith and learning at all grade levels
- Understand the dynamics of a 21st-century comprehensive education
- Be skilled at evaluating and developing policies, systems and procedures which promote continuity, accountability, and positive outcomes
- Demonstrate flexible and humble servant leadership

Financial & Development Experience

- Have a demonstrated ability to manage a multi-million-dollar budget
- Collaborate with the Development Director in fundraising and donor relationship cultivation
- Be able to secure financial commitments from supporters of CFS to achieve the strategic vision
- Have experience with capital campaigns