



Head of School

Killian Hill Ministries | Lilburn, GA 30047

OVERVIEW

The Head of School serves as the Senior Executive of Killian Hill Christian School. The Head of School has authority to manage the finances, staff, and procedures of the school in accordance with the Constitution of KHBC, By-Laws of KHCS, and policies of the KHCS Board.

The Head of School reports to the Senior Pastor of KHBC and to the KHCS School Board. The Head of School is responsible for setting the strategic direction of the school, providing visionary leadership while also providing daily administrative and spiritual oversight.

EDUCATION & EXPERIENCE

We prefer that applicants have the following experience:

- A master's degree in education, preferably in educational leadership
- Experience as a teacher in the classroom
- Experience as a school administrator, preferably in an executive role
- Experience assisting teachers in various departments, from preschool and elementary school to secondary school
- Experience with the business aspects of school ministry, including budgets, tuition, financial aid, and development
- Experience devising and implementing strategic plans for holistic school improvement initiatives

RESPONSIBILITIES

The Head of School has direct oversight of the expansive ministry of the school, and therefore has a wide range of responsibilities:

General Administration

- Administer the school in conformity with established policies and procedures while recommending and leading changes as needed
- Collaborate with administrators, faculty, and staff to make effective decisions
- Partner with the Business Manager to create and drive the budget for each academic year and operate within the parameters of that board-approved budget

- Labor to ensure the financial sustainability of KHCS in cooperation with the Business Manager and the School Board
- Operate as Board member ex officio and work with the School Board Chairman to produce an efficient, proactive agenda for School Board meetings

Communication

The Head of School is the “voice” of KHCS and therefore needs to maintain effective communication:

- Regular and efficient communication with the Senior Pastor of KHBC to keep him informed, get his counsel on decisions, and ensure that KHBC and KHCS are maximizing opportunities for mutual benefit and avoiding potential conflicts of interest
- Regular and efficient communication with the School Board (in addition to regular meetings) to keep them abreast of unique challenges and opportunities that effect the overall mission and effectiveness of KHCS
- Regular and efficient communication with the church office (especially regarding the master calendar) to ensure that KHCS is functioning in a way that serves KHBC well
- Regular and efficient communication with faculty and staff to keep them abreast of expectations, challenges, and changes so that they are informed as fully and early as possible
- Regular and efficient communication with parents, especially regarding unexpected changes to the KHCS schedule or program

Personnel Administration

The Head of School must demonstrate the grace to lead those under his care in a positive manner, to work with peers without unnecessary conflict, to make and stand behind difficult and unpopular decisions, and to submit to superiors with a joyful and loyal spirit. The Head of School must also:

- Plan and oversee leadership and staff meetings
- Develop school-wide and role-based objectives to ensure clarity and continuous improvement
- Ensure that all faculty and staff members receive an annual performance review
- Oversee hiring of new faculty and staff members, ensuring proper qualification and spiritual aptitude
- Ensure the enforcement of the discipline policy and maintenance of staff records
- Resolve problems or disagreements in a biblical manner with parents, students, faculty, and staff

Academic Oversight

The Head of School is responsible for the academic performance of KHCS, with the assistance of the Academic Dean and Principals. The Head of School will:

- Lead administrators and teachers to provide an exceptional education for our students, verified by objective feedback including performance on standardized tests and college placement
- Ensure that KHCS maintains accreditation with distinction through ACSI
- Oversee curriculum and overall academic offerings to ensure that they are consistent with an unapologetically biblical world view while also being academically excellent
- Oversee a balanced program that includes academics as a priority but also pursues excellence in fine arts, athletics, and other extracurricular activities

- Assure that various interests (e.g. elementary vs. high school, academics vs. fine arts vs. athletics) are represented equitably and managed in a way that promotes teamwork, unity, and efficiency among various departments.

Outreach and Development

The Head of School will support the marketing and development of the school, understanding that such efforts are essential to the school's health and ensuring that they are consistent with the school's philosophy. The Head of School will:

- Serve as an ambassador for KHCS within the community and with all key constituents
- Provide vision to marketing and recruiting efforts
- Work creatively to represent KHCS effectively to our community, including with like-minded churches in the area for the sake of recruitment and partnership
- Work with the School Board to develop and maintain a strategic plan for the school
- Partner with ACSI and other schools/organizations to stay abreast of trends and key developments within Christian education
- Build relationships with alumni
- Help expand our donor base

Spiritual Leadership

The Head of School will be a spiritual leader of the entire KCHS family and will promote the ministry of KHBC and encourage the regular attendance of KHCS employees at KHBC services. In addition, the Head of School will:

- Lead the implementation of a vibrant discipleship program at all levels of KHCS
- Ensure that a biblical worldview is incorporated into the curriculum and taught in all grades
- Oversee the spiritual temperature of KHCS, including evangelism, discipleship, and decision-making that shows that the distinctly Christian nature of the school is a priority

DIRECT REPORTS

The Head of School of Killian Hill Ministries manages the entire KHCS team, including:

- The Elementary Principal (and thereby those who report to this team member)
- The Secondary School Principal (and thereby those who report to this team member)
- The Business Manager (and thereby those who report to this team member)
- Administrative and academic teams and leaders appointed by the Head of School

WORKLOAD AND REMUNERATION

The Head of School of KHCS will receive the following compensation:

- Salary TBD based on experience and education
- A benefits package including health insurance, retirement matching options, and full tuition benefits for children enrolled at KHCS
- Four weeks of paid vacation time
- The KHCS holiday schedule is determined on an annual basis in collaboration with the Senior Pastor, Business Manager, and School Board; KHCS will have a minimum of 10 paid holidays and a maximum of 14 paid holidays each year

The Head of School is a salaried position that carries a minimum of 40 hours per week, and very often requires more.