



## Head of School (HOS) Job Description 2020-21 Coastline Christian Schools (Alameda, CA)

### SCHOOL PROFILE

Coastline Christian Schools (CCS) is the elementary and middle school (K-8) ministry of the Bay Area Chinese Bible Church (BACBC). The school's purpose is to equip students spiritually, academically, emotionally, socially, and physically so they can serve God, their families, and their communities. While the school is known for its high academic focus, our commitment is to help students from diverse cultural backgrounds grow in a Christ centered caring community. We want students to have a joyful and successful learning experience as they build knowledge and skills to succeed in our modern world. While CCS has achieved much in recent years under strong leadership, it is our desire to continue planning and preparing for the future.

### HEAD OF SCHOOL

CCS is seeking a Head of School (HOS) for the 2020-2021 academic year and beyond to build on this momentum. The HOS plays a pivotal role in the ongoing success of the elementary and middle school by building relationships among students, faculty and staff, parents, church members and the broader BACBC community.

The Head of School serves as the principal administrator of over 50 staff members and more than 300 students ranging from kindergarten through 8th grade. We are one of the relatively more diverse student bodies among independent schools in the area. The facilities are set on eight acres of property that includes an official middle-school sized soccer turf field, a 30,000 square feet educational building, and a 30,000 square feet ministry center which houses our preschool ministry (Tiny Treasures Preschool, "TTPS"), a large commercial kitchen, two assembly venues, and the gymnasium.

### GOVERNANCE

The Head of School reports to the BACBC Senior Pastor or designee and collaborates with the School Board. S/he must become an active church member with BACBC.

S/he keeps the school board fully informed on all aspects of the operation of the school and maintains open, effective communication with the Chair, the Board, and the Senior Pastor.

The Head of School must also align CCS with the BACBC and CCS Mission, Vision and core values.

### VISION AND LEADERSHIP

- Effectively directs a co-educational, church-affiliated elementary and middle school program, including academics; spiritual, cultural, arts, and community service programs; and enrichment programs



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- Fosters a challenging educational environment that strives to support, care for, and nurture and help develop each student's academic, moral, spiritual, physical, social and emotional growth
- Sets a standard of excellence for all aspects of the School's programs, including working with division heads to develop curriculum and safety programs
- Responsible for attracting, recruiting, motivating and supporting an outstanding and diverse faculty
- Leads, supports, and develops admin team and ensures each member stays focused on carrying out their clearly defined responsibilities with excellence.
- Helps team to think creatively and strategically about what can be done to better advance the mission and vision of the school.
- Takes a leadership role in admissions, including recruiting and serving an ethnically and socio-economically diverse student body
- Leads the accreditation process and helps to ensure the schools' professional standing
- Promotes a caring and safe school environment for the entire CCS community
- Works closely with Board and administration team to develop and fulfill a Continuous School Improvement Plan (CSIP)

### **ADMINISTRATION**

- Oversees the school's business and financial management, including annual budget formulation, stewardship of resources, planning and financial forecasting and reporting
- Responsible for hiring and supervising faculty and staff
- Develops and administers operating and personnel policies for the School
- Supervises overall operations of the School
- Works with HR, Admin & staff to comply with Federal, State and local regulations

### **DEVELOPMENT, GROWTH AND PLANNING**

- Works with the Board to identify capital, staffing and faculty requirements needed for the School to achieve its mission
- Provides guidance on long-range strategic planning and implements Board directives and policies
- Takes a leadership role in development and fundraising, including solicitation of major gifts, and cultivation of relationships with the School's supporters and potential supporters
- Plays an active, visible leadership role in the Annual Fund campaign, special fundraising events and capital campaigns
- Maintains a high level of competence in the field of education, and remains current in issues related to areas of responsibility



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- Maintains a high level of personal integrity, responsibility and a strong work ethic

### **COMMUNITY BUILDING**

- Maintains an environment of openness and trust, recognizing the needs, concerns and expectations of students, faculty and staff, parents and the wider CCS community
- Promotes CCS in the Bay Area and the Christian school community
- Represents CCS to its various constituencies, including parents, grandparents, alumni, friends, educational organizations, and the BACBC community
- Attends school wide events, student competitions, and graduations

### **BAY AREA CHINESE BIBLE CHURCH**

- Promotes a close relationship between CCS, preschool, and church
- Participates in weekly school and church staff meetings
- Coordinates schedules and seeks opportunities to enhance interaction and communication between CCS, preschool, and church communities
- Works collaboratively with BACBC to further both the mission of CCS and church
- Attends and presents reports at monthly school board meetings and prepares updates for church business meetings
- Takes the leadership role with CCS and church outreach events

### **REQUIREMENTS**

The HOS provides the instructional leadership that evaluates the school's staff, and oversees the operations of the school.

S/he relates the educational objectives of the school to instructional practices that yield the highest standards of student achievement, instructional excellence, community support, and school morale.

The HOS is the chief administrative and supervisory official of the school.

Qualifications:

- Master's or higher degree preferred in an educational area or related field (i.e. Educational Leadership, Administration, Curriculum and Instruction, etc.)
- Has three or more years of classroom teaching experience
- Has leadership experience in school administration, curriculum development, program evaluation, staff development, school improvement, and staff supervision and evaluation



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- Excellent interpersonal and communication skills
- Cantonese/Mandarin speaking ability a plus

### CONTACT

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email to BACBC Human Resources:

1. Cover letter expressing interest in the Head of School position at Coastline Christian Schools
2. Current resume or Curriculum Vitae
3. Employment Application
4. Statement of educational philosophy and practice

Additional information about Coastline Christian Schools is available at <http://www.coastlinechristian.org/>

Contact Information:

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