



GENERATIONS MATTER ACADEMY

CHRISTIAN SCHOOL

440-983-4140
generationsmatteracademy.com
2300 Hubbard Rd., Madison, OH 44057

Position: Administrator

Goal: Provide Christ-centered leadership for the school community

Contracted by: Board of Directors

Responsible to: Board of Directors

Supervises: School faculty and staff

Evaluation: Annually by the Board of Directors

Type of Position: Exempt/salaried

REQUIRED PERSONAL QUALITIES

As a redeemed child of God in the process of being sanctified, personal qualities include:

- Evidence of spiritual maturity and growth.
- Ability to cast and direct the vision of the school.
- Ability to spiritually shepherd members of the school community.
- Approachable, cooperative, reliable, prompt, knowledgeable, organized.
- Consistency of temperament and emotional control.
- Effective communicator, delegator, time manager, long- and short-range planner, decision-maker, and motivator.
- Maturity of judgment and commitment to prayer.
- Tone-setter and encourager.
- Professional in actions, speech, and dress.
- Active membership in a Bible-believing church.

PROFESSIONAL REQUIREMENTS

- Licensed/certified by the State of Ohio for an administration position.
- Hold an education degree from an accredited college/university with a preference for a graduate degree.
- Prior experience in administration

JOB DESCRIPTION

A. Spiritual Leadership

1. Provide inspirational, spiritual leadership for elementary faculty, staff, and students, setting a Christ-like example in all circumstances.
2. Caring for the spiritual needs of all students and bringing them the knowledge of the gospel through their studies.
3. Carry out the mission of Generations Matter Academy.

B. Entrepreneurial Leadership

- 1) Provide leadership in all areas related to opening and maintaining the school, including:
 - a) Securing a school charter,
 - b) Accessing state scholarships,
 - c) Budgeting,
 - d) Student enrollment,
 - e) Faculty and staff recruitment,
 - f) Establishing necessary school policies,
 - g) Maintaining facilities, and
 - h) Other tasks as needed.

C. Academic Leadership

1. Create a rigorous and practical learning environment throughout the school.
2. Develop and improve faculty skills and instructional performance.
3. Lead curriculum development, implementation, and evaluation.
4. Supervise standardized testing, including ODE EdChoice requirements.
5. Oversee student admissions, placement, and scheduling.
6. Oversee student academic progress, including the grade reporting system, intervention, and standardized testing.

D. Faculty/Staff Leadership

1. Recruit and orient new personnel to the school's mission and culture.
2. Supervise and evaluate personnel on an annual basis.
3. Provide for faculty's professional development.
4. Provide spiritual shepherding of staff.

E. Student Leadership

1. Promote a culture of redemptive discipline that seeks restoration, rather than simply punishment.
2. Demonstrate winsome relationships with students and build trust between students and staff.
3. Exercise rightful authority without being authoritarian.

F. Family/Church/Community Leadership

1. Effectively communicate with school families.
2. Involve parents in prayer, volunteer work, input, and decision-making, as appropriate.
3. Establish a strong working relationship with the pastoral staff of the host church, cooperating with them as a team member in a joint ministry.
4. Build relationships between school families and local churches to promote active participation by school families in a church community.
5. Seek ways to market the school to the community effectively.

G. Facility Oversight

1. Maintain compliance with all health, safety, and building codes.
2. Ensure that the facility is conducive to teaching and learning.

H. Accountability

1. Prepare written or oral reports when requested by the school board.
2. Respond in a timely manner to board supervision and evaluation feedback.
3. Protect the mission of the school.
4. Maintain fiscal responsibility.