



Airdrie Christian Academy

Whatever you do, do it all for the glory of God.
1 Corinthians 10:31

Mission: "We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him."

ACA Vision Statement

Equipping and Discipling Generations for Christ

ACA Mission Statement

We are called by Jesus Christ to advance God's Kingdom by educating and training His children to personally know, love and serve Him.

Role of the Head of School

JOB DESCRIPTION SUMMARY

The Head of School (HoS) serves as the chief executive of Airdrie Christian Academy (ACA) and works in close partnership with ACA's Board of Directors to ensure the school's success. The HoS is responsible for leading the implementation of ACA's Mission and Vision, continuously seeking opportunities to enhance academic quality while overseeing the school's day-to-day operations. Key responsibilities include ensuring alignment with ACA's Mission and Vision, leading and evaluating staff, managing the budget set by the Board, securing necessary funding, and cultivating a strong, faith-driven Christian school culture that inspires ACA community members to deepen their relationship with Jesus Christ.

AREAS OF RESPONSIBILITY

1. FAITH LEADERSHIP

- 1.1 Models involvement in the Christian community.
- 1.2 Follows a lifestyle in harmony with Biblical teachings and principles.
- 1.3 Nurturing the faith development and discipleship of staff and students
- 1.4 Oversee the development and implementation of an intentional strategy to integrate discipleship and spiritual growth and Bible curriculum into the ACA education process.
- 1.5 Ensures that a program of staff development is implemented which results in increased staff capacity to fulfill the Vision and Mission of ACA.

2. STUDENT LEARNING

- 2.1 Provides leadership in all matters relating to education at ACA.

- 2.2 Ensures ACA students can meet or exceed the standards of education set by the Minister of Education in Alberta (“Minister”).
- 2.3 Ensures that learning environments contribute to the development of knowledge, skills and habits necessary for the world of work, post-secondary studies, lifelong learning and citizenship, from a Christian Worldview.
- 2.4 Provides leadership in fostering conditions that promote the improvement of educational opportunities for all students.
- 2.5 Provides leadership in implementing education policies established by the Minister and the Board

3. STUDENT WELFARE

- 3.1 Ensures each student is provided with a welcoming, caring, respectful and safe learning environment.
- 3.2 Ensures the social, physical, intellectual, cultural, spiritual and emotional needs of students are met in the school environment.
- 3.3 Ensures facilities are safe for ACA students.
- 3.4 Acts as, or designates, the attendance officer for ACA.

4. FISCAL RESPONSIBILITY

- 4.1 Ensures the fiscal management of ACA is in accordance with the terms or conditions of any funding received by the Board.
- 4.2 Ensures ACA operates in a fiscally responsible manner, including adherence to recognized accounting procedures.
- 4.3 Directs the preparation and completion of the annual budget in accordance with the budget parameters approved by the board.
- 4.4 Ensures the Board has current and relevant financial information through the presentation, at least quarterly of financial accountability reports and an annual financial accountability report focused on and following the external auditor’s audit findings report and management representation letter.
- 4.5 Directs the preparation of the annual capital budget for submission to and for approval of the Board.
- 4.6 Oversee fundraising efforts and stewardship of donor relationships to support the financial stability and sustainability of ACA.

5. PERSONNEL MANAGEMENT

- 5.1 Responsible for the attraction and retention of highly qualified and mission-focused teachers and staff.

- 5.2 Has overall authority and responsibility for all personnel-related matters, except the Head of School personnel matters precluded by legislation or Board policy. The hiring and releasing of the Principal requires a recommendation from the Head of School and a final approval from the Board.
- 5.3 Ensures appropriate supervision of all staff and ensures appropriate evaluation processes are in place.
- 5.4 Facilitates or delegates professional development and training sessions for staff to promote excellence and encourage growth.
- 5.5 Ensures the coordination and integration of human resources within ACA.
- 5.6 Ensures that each staff member is provided with a welcoming, caring, respectful and safe working environment.

6. POLICY/ADMINISTRATIVE PROCEDURES

- 6.1 Provides support in the planning, development, implementation and evaluation of Board policies.
- 6.2 Develops and updates an Administrative Procedures Manual that is consistent with Board policy and provincial policies, legislation, regulations and procedures.
- 6.3 Ensures the development and implementation of appropriate admissions procedures.

7. Head of School/BOARD RELATIONS

- 7.1 Develops and maintains a positive, professional working relationship with the Board.
- 7.2 Respects and honours the Board's role and responsibilities and facilitates the implementation of that role as defined in Board policy.
- 7.3 Attends all Board meetings and makes recommendations on matters requiring Board action by providing accurate information and reports as are needed to ensure the making of informed decisions.
- 7.4 Provides the information and counsel which the Board requires to perform its role.
- 7.5 Keeps the Board informed on sensitive issues in a timely manner.
- 7.6 Demonstrates respect, integrity and support to the Board, which is conveyed to the staff and community.

8. STRATEGIC PLANNING AND REPORTING

- 8.1 Leads the strategic planning process, including the development of the Three-Year Education Plan, ACA goals, budget, facilities, and technology plans as approved.
- 8.2 Involves the Board appropriately in the development of the Three-Year Education Planning process and the Annual Education Results Report for Alberta Education and

- allows for board approval of the plan.
- 8.3 Leads implementation of approved plans.
 - 8.4 Reports at least annually on results achieved.
 - 8.5 Develops the Annual Education Results Report for Board approval.

9. ORGANIZATIONAL MANAGEMENT

- 9.1 Ensures ACA is compliant with all legal, regulatory, statutory and Board mandates and timelines.
- 9.2 Reports to the Minister with respect to matters identified in and required by provincial legislation and mandates.
- 9.3 Identifies and manages risks as they occur, informing and/or escalating to Board involvement where necessary.

10. COMMUNICATIONS AND COMMUNITY RELATIONS

- 10.1 Works to build a community of trust with parents, alumni and donors.
- 10.2 Builds relationships and rapport with local churches.
- 10.3 Takes appropriate actions to ensure open, transparent, positive internal and external communications are developed and maintained.
- 10.4 Strives to maintain a high-level of satisfaction with services offered based on ACA's vision and mission.
- 10.5 Represents ACA at local events, conferences and other public functions.
- 10.6 Acts as or assigns the head of the organization for the purposes of the Freedom of Information and Protection of Privacy (FOIP) Act.
- 10.7 Keeps the Board informed through the provision of appropriate accountability reports.

11. LEADERSHIP PRACTICES

- 11.1 Practices leadership in a manner that is consistent with biblical principles, is viewed positively, and has the support of those with whom the Head of School works most directly in carrying out the directives of the Board and the Minister.

Specific Accountabilities:

- Drive student enrollment growth of 3-5% over the next 5 years.
- Grow the organization's donor base and develop new fundraising opportunities that will bring fiscal stability and sustainability.
- Develop a 5 year strategic plan that encompasses a vision for educational improvements, staff resourcing, facility management, and capital expansion projects for all ACA programs.

- Fiscal Management. Directing the preparation, completion and management of the annual budget in accordance with guidance provided by the Board.
- Effective leadership and management of the Education, Business, Alternative Programs & Facilities departments.

Education, Qualifications & Demonstrated Competencies:

- Demonstrate a personal commitment to Christ and to His church through active involvement and leadership in a local congregation.
- Demonstrate a solid understanding of the Christian Faith and its core doctrines.
- Be able to fully and without reservation articulate, support, promote and live by the Mission Statement, Statement of Faith and Moral Conduct Policy of our school.
- Have successful, proven experience as a leader for Christian organizations (church, school, service organizations).
- Ability to create a Christ-centered, positive, safe and caring school culture.
- Have strong interpersonal and conflict management skills.
- Strong written and spoken communication skills.
- Relationship builder with students, staff and parents.
- Management and organization.
- Strategic planning.
- Visionary leadership.
- Student recruitment and marketing.
- Financial planning, oversight, and budget management.
- Experience with Alberta Education curriculum requirements is an asset.
- Strong internal drive and self-motivation to deliver results.
- A valid Alberta Professional Teaching Certificate is an asset
- University degree from a recognized post-secondary institution.
- Post-secondary or other forms of formal Bible training is an asset.
- Master’s degree in education, educational leadership or a related field is an asset.
- Entrepreneurial drive, demonstrating a track record of opportunity identification and capitalization.
- Preference is a minimum of three years previously as a successful principal and a minimum of five years teaching experience.
- Experience leading, unifying and mobilizing a multi-disciplinary team to rally behind and achieve common goals.

Compensation: TBD based on the individual’s skill sets and qualifications.

Applicants must have the legal right to work in Canada.

Applicants must submit a current Criminal Record Check and Vulnerable Sector Check.

Preference will be given to local candidates.