

Ridgefield Christian School Head of School Job Description

**Position Title:** Head of School

**Accountable To:** Ridgefield Christian School Board of Directors

**About the Position:** Salary Range $75,000 to $90,000

Enrollment-based annual performance bonuses

Free tuition, fees and books for children Health, dental coverage

Retirement contributions

# About the Employer:

Ridgefield Christian School (RCS) is a private, non-profit, Christian, non-denominational PreK through 12th grade school, with an enrollment of approximately 187 students and a faculty and staff of 29. RCS is accredited by the Arkansas Nonpublic Schools Accrediting Association and consistently excels in academic achievement with AP classes available. RCS is a member of the Arkansas Activities Association and offers a variety of sports and fine arts for both boys and girls. Jonesboro is the economic hub of Northeast Arkansas with first class medical, dining, retail, and home of Arkansas State University. Located approximately 2 hours north east of Little Rock and 1 hour north west of Memphis, Jonesboro (pop. 75,000+) effectively serves a population of over 350,000. Jonesboro has a strong industrial and agricultural backbone. The continual investments by the steel industry in Mississippi County sets the stage for strong economic growth in Northeast Arkansas for years to come.

# Summary of Purpose:

The RCS Board of Directors (BOD) is seeking a full-time Head of School. This position champions the collaborative effort of the various departments of RCS as well as enabling participation of various interests within the community. The Head of School will serve as the spiritual leader and public face of RCS, promoting its mission and values. The primary measures of success in this role include 1) growing a vibrant academic program in conjunction with strong co-curriculars, 2) increasing/stabilizing annual enrollment, 3) improving financial stability and sustainability of operations, and 4) strengthening an internal culture of excellence, unity and cooperation.

**Key Responsibilities**

**Public Relations**  
Serve as the public face of RCS, promoting its mission and values by seeking community engagement opportunities and representing RCS to all constituents. Consistent engagement with parents and staff in one-on-one settings and in group settings (e.g., semi-annual town hall events, ball games, plays, etc.) to effectively communicate plans or address issues that may arise.   
  
**Strategic Planning**  
Collaborate with the BOD to revise the strategic plan, as needed. Establish clear, measurable goals with actionable steps, and consistently communicate plans, progress, and modifications to faculty/staff, parents, and the BOD.  
  
**Personnel**  
Collaborate with school administrators to recruit, hire and retain qualified faculty/staff, foster a culture of positivity, collaboration, and customer service, identify and improve performance issues, and ensure alignment with the mission and values of RCS through evaluation and leading by example. Serve as a mediator between faculty and parents/students when issues of discipline or academic shortcomings arise.   
  
**Financial**  
Collaborate with the BOD and school administrators to establish an annual budgeting process and oversee operating cash flow on an ongoing basis. Lead fund raising efforts in conjunction with the Warrior Foundation and the BOD.   
  
**Operational**  
Oversee all aspects of daily operations(e.g., academics, admissions, athletics, fine arts, special events, marketing, and community engagement). Collaborate with the BOD to review existing operating policies and develop/implement new operating policies when needed.   
  
**Risk Management**  
Identify and mitigate current and potential risks across various areas (e.g., security, safety, transportation, regulatory compliance, legal matters) while also serving as the representative of RCS in dealings with governmental and accrediting agencies.

# Qualifications

* A believer in Jesus Christ, mature in faith that is actively involved as a member of a Bible-believing church and that relies on Scripture and the Holy Spirit in making decisions and in agreement with the RCS Doctrinal Statement and Community Statement.
* A master’s degree in process or obtained in education, business or organizational leadership. Minimum of five years experience in primary/secondary education is preferred.
* A strong leader that values teams and understands the dynamics of the educational system and collaborates between the diverse entities within the school.
* Strong oral and written communication skills.