



Director of Christian Life

Job Title: Director of Christian Life

Status: 12 Month Full-time/Exempt

Date: 2.5.2018

Reports to: Head of School

Summary

The Director of Christian Life (DCL) is a full-time, 12-month exempt position that serves the Pre-K-12 community responsible for nurturing the spiritual development of the school. This administrative role develops and directs the Christian integration into all components of school life: academic, athletics, arts, service, missions, and activities. The DCL is a member of and works collaboratively with the Leadership Team, comprised of director level leaders of the school's administrative departments, to analyze and define the Christian culture and programs of King's Ridge Christian School (KRCS). This position will report to the Head of School.

Essential Functions

The tasks, duties, and responsibilities of this job include, but are not limited to:

Infuse a Christ-Centered Approach

- Develop and implement the Christian Life Plan to cultivate the Pre-K-12 Christian Life programs and lead the vision to foster student, faculty, and parent spiritual growth, including Christian Life activities such as chapels, small groups, community-wide worship opportunities, service projects, missions' trips and retreats.
- Provide guidance to integrate spiritual development throughout the school's programs including academic, co-curricular and social activities, including athletics and fine arts.
- Assist the Leadership Team and the principals specifically in developing Christian leadership among the faculty/staff and students.

Christian Education

- Partner with the principals, department chairs, faculty and small group leaders in development and delivery of biblical integration throughout the Pre-K-12 Scope and Sequence Curriculum.
- Facilitate Bible study opportunities for students, faculty and parents within the Pre-K-12 community.
- Oversee the Christian Education classes from Pre-K-12

Chapel Services

- Develop an integrated plan for all chapels, small groups and spiritual development programs for the KRCS community.
- Meet with leadership within each school level (Lower, Middle and High School) on a regular basis in order to ensure chapel services are integrated, relevant, and exciting to the students.

Pastoral Care

- Provide pastoral care when appropriate to the students, families and faculty/staff.
- Minister to the KRCS community and families in times of crisis.
- Coordinate chapel services and/or programs when needed in times of grief or crisis.
- Be a resource for parents by providing direction for Christian family materials.

Administrative/Other

- Interview all potential KRCS faculty, coaches, staff, and anyone who has regular official contact with students.
- Teach Christian Education courses as needed.

Qualifications

Education

- Advanced degree and/or extensive experience in Christian education, Christian theology, and/or Biblical studies.

Experience

- 5-8 years' minimum experience in providing pastoral leadership and administration of youth-targeted programs with substantial experience in an educational setting is preferred.
- Ordained Pastor through a recognized Christian denomination is preferred.

Skills and Knowledge

- Experience providing pastoral care to young people and adults.
- Embraces a perspective to work and serve within a dynamic multi-denominational environment.
- Demonstrated success and experience in strategically developing, implementing, evaluating, and improving the programs for Christian Life at all school levels.
- Demonstrated proficiency in best practices and the use of data to assess student Christian Life programs and inform instructional practice.
- Effective interpersonal and collaboration skills in managing and interacting with diverse groups of stakeholders. Respects, accepts and appreciates different theological or denominational perspectives, spiritual gifts and personal talents.
- Excellent project management and organizational skills; ability to collaborate with multiple leaders and teams to accomplish simultaneous goals.
- Ability to lead and develop teams and individual talent.
- Embraces change; known as a life-long-learner and constantly strives to raise the bar in creating excellence.
- Demonstrated ability to manage conflict through biblically based perspectives, dynamic leadership, quality decision-making and effective problem solving.
- Proficiency in multi-platform software including Mac production software and Microsoft Office Suite (Outlook, Word, Excel, PowerPoint and OneDrive) and possess the ability to master various database systems, which are used in the educational environment such as Blackbaud, Schoology and Active Data.
- Ability to think strategically in developing Christian Life programs and the fostering the Christian culture in the school community.
- Effective administrative and management skills, including the effective use of technology and information management tools.
- Ability to communicate effectively, both verbal and written.
- Dynamic and motivational personality.

Key Relationships

- **Internal** - Building strong, internal relationships is key to the success of this position. The Director of Christian Life works directly with the faculty and administration to accomplish personal spiritual growth achieved through strong relationships and accountability.
- **External** - The Director of Christian Life actively represents the school to the community through their pastoral work, interaction with parents, and event planning.

Physical Requirements

In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.

Additional Responsibilities

The statements in this job description are intended to represent the key duties, essential nature and level of work being performed. They are not intended to be all responsibilities or qualifications of the job.

All employees are expected to possess a strong Christian commitment, support the mission, vision and faith statements of King's Ridge Christian School, and to contribute to the overall life of the school.

King's Ridge Christian School is a Christian community providing a college preparatory education equipping students to know, to serve, and to believe.

For more information and to submit an application/resume online:

Please visit our KRCS Careers page at:

<http://www.kingsridgecs.org/about-us/careers>