



GREATER ATLANTA CHRISTIAN SCHOOL

Position Director of School Life

Available 2018-19 School Year

Will Report to School President

GENERAL DESCRIPTION

The Director of School Life will support a new, forward-thinking President and join his administrative team. Among the specific responsibilities are to:

- Build, promote, and foster school spirit and a positive school climate;
- Develop and implement faculty and staff spiritual health and growth initiatives;
- Under the direction of the President and in coordination with other GAC leaders, provide support for:
 - K-12 Athletics, e.g., hosting regular planning meetings with Athletic Director(s);
 - K-12 Performing Arts including the coordination of performance calendars;
 - Student Travel and Missions;
 - Collaboration with K-12 Principals, Assistant Principals and Deans in the planning and implementation of student life and behavior;
 - Coordination and support for Safety and Security initiatives;
 - Personal touch support with Enrollment Retention and Financial Aid applications
 - Local Service planning;
 - Coordination of the school calendar;
 - Matters of school policy and administration, including ongoing advisement to the School President on these matters;
- Review and explore parent and staff concerns;
- Perform other duties as delegated by President.

REQUIREMENTS

Core Position Specific Requirements:

- *Christ-like reflection of faith:* Demonstrated ability to show active and maturing reflection of Christ to co-workers and others through involvement in church and employer organization as well as role model Christian values in words and actions;

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<u>Core Position Specific Requirements:</u>	
<ul style="list-style-type: none"> • <i>Passion for the school's mission*</i>: Demonstrated ability to achieve goal-oriented results to meet rigorous performance standards in prior positions or relevant experiences; • <i>Ambassadorship</i>: Demonstrated ability to proactively cultivate and fulfill opportunities that inspire passion in others for an organization's mission; • <i>Collaborative</i>: Demonstrated ability to effectively and proactively work jointly with colleagues, parents (if previously employed by a school) and community in the pursuit of a common goal; • <i>Innovative</i>: Demonstrated ability to utilize new strategies, resources and tools as well as to adapt quickly and willingly to changing organizational needs and technologies; • <i>Exceptional service</i>: History of professional excellence through diligence, organization, and communication skills; • <i>Pursuit of professional growth</i>: History of commitment to life-long learning through active professional growth and/or graduate studies; • Successful background check and drug screening clearance. 	
<u>Role Specific Requirements:</u>	
<ul style="list-style-type: none"> • Experience as a K-12 school administrator preferred; • Experience in Christian education is preferred; • A master's degree is preferred; • Excellent interpersonal, communication and organizational skills; • Demonstrated conflict resolution and skill in collaboration; • Results-driven with attention to detail; • Share GAC's commitment to its mission and community of students, parents and employees. 	
SALARY/ BENEFITS	GAC offers competitive salaries and benefits. Our salary scale is commensurate with years of experience and level of degree.
HOW TO APPLY:	<p>Applicants should submit a cover letter of interest and current resume directly to Human Resources at ddeboer@greateratlantachristian.org.</p> <p>If an applicant has absolutely no access to a computer to submit their resume online, then alternatively an applicant may submit their resume via: <u>Mail</u>: GACS, Human Resources Director, 1575 Indian Trail Road, Norcross, Georgia 30093</p>
<p>* <i>The mission of Greater Atlanta Christian School is to help each student grow as Jesus did, in wisdom, in stature and in favor with God and man. Greater Atlanta Christian School is an equal opportunity employer. As allowed by federal law, Greater Atlanta Christian School seeks applicants who are in concert with and will support its mission.</i></p>	