



## Head of School (HOS) Job Description 2022-23 Coastline Christian Schools (Alameda, CA)

### SCHOOL PROFILE

Coastline Christian Schools (CCS) is the elementary and middle school (K-8) ministry of the Bay Area Chinese Bible Church (BACBC). The school's purpose is to equip students spiritually, academically, emotionally, socially, and physically so they can serve God, their families, and their communities. While the school is known for its high academic focus, our commitment is to help students grow in a Christ-centered caring community. We want students to have a joyful and successful learning experience as they build knowledge and skills to succeed in our modern world. While CCS has a rich history of preparing students to excel and equipping them to serve, our goal now and for the future is to cultivate students who are innovative, compassionate, resilient leaders for Christ.

CCS facilities are set on eight acres of property that includes an official middle-school sized turf soccer field, a 30,000 square feet educational building, and a 30,000 square feet ministry center which houses our preschool ministry (Tiny Treasures Preschool, "TTP"), a large commercial kitchen, two assembly venues, and the gymnasium.

### HEAD OF SCHOOL

CCS is seeking a Head of School (HOS) for the 2022-2023 academic year and beyond. The HOS plays a pivotal role in bringing innovation, compassion, resilience and leadership to the elementary and middle school by building relationships among students, faculty and staff, parents, church members, and the local community.

The Head of School serves as the chief administrator and supervisory official to over 60 staff members and more than 300 students. The HOS provides direction and instructional leadership that evaluates the school's staff and oversees the operations of the school. S/he relates the educational objectives of the school to instructional practices that yield the highest standards of student achievement, instructional excellence, community support, and school morale.

### GOVERNANCE

The Head of School reports to the BACBC Senior Pastor or designee and collaborates with the School Board. S/he must become an active church member with BACBC.

The HOS keeps the school board informed on important aspects of the operation of the school and maintains open, effective communication with the Chair, the Board, and the Senior Pastor.

The Head of School will be guided by the BACBC and CCS Mission, Vision, and core values. The HOS will lead the administrative team, directors, and leaders within the organization to accomplish this mission.



## Head of School (HOS) Job Description 2022-23 Coastline Christian Schools (Alameda, CA)

### VISION AND LEADERSHIP

- **Programs:** Sets a standard of excellence through personal example, policies, and procedures for all aspects of the school's programs, including working with administrators and division heads to develop curriculum
- **Programs:** Oversees the management of a co-educational, church-affiliated elementary and middle school program, including academics; spiritual, cultural, arts, and community service programs; and enrichment programs
- **Culture:** Fosters and promotes a rigorous educational environment that strives to support, nurture, and develop each student's academic, spiritual, physical, social and emotional growth
- **Culture:** Promotes a caring and safe school environment for the entire CCS community
- **Student Body:** Provides direction and leadership in admissions and advancement, including growing and serving a multicultural student body
- **Faculty:** Responsible for attracting, recruiting, motivating, and supporting an outstanding faculty
- **Administration Team:** Leads, supports, and develops the administration team to ensure that each member is able to carry out his/her defined responsibilities with excellence
- **Administration Team:** Leads and assists the administration team to create and execute creative and strategic plans, programs, and initiatives to advance the mission and vision of the school
- **Accreditation:** Leads the accreditation process and helps to ensure the school's professional standing with ACSI and WASC
- **CSIP:** Works closely with the Board, administration team, and staff to develop and fulfill a Continuous School Improvement Plan (CSIP)

### ADMINISTRATION

- **Finances:** Oversees the school's business and financial management, including annual budget formulation, stewardship of resources, planning and financial forecasting and reporting
- **Staffing:** Responsible for hiring, dismissal, retention, and supervising faculty and staff
- **Operations:** Responsible for overall operations of the school
- **School Board:** Attends and presents reports at monthly school board meetings
- **Legal Compliance:** Works with Human Resources, administration team, and staff to comply with federal, state, and local regulations, (including any local health requirements)
- **Personnel Policies:** Develops and administers, with the support of Human Resources, personnel policies for the school
- **Educational Leadership:** Supports the admin team in educational leadership, including classroom visits and faculty evaluations



## Head of School (HOS) Job Description 2022-23 Coastline Christian Schools (Alameda, CA)

### DEVELOPMENT, GROWTH, AND PLANNING

- **Resources:** Works with the Board to identify capital, staffing, and faculty requirements needed for the school to achieve its mission
- **Strategic Plan:** Provides guidance on long-range strategic planning and implements Board directives and policies
- **Development:** Leads and directs development and fundraising, including solicitation of major gifts and cultivation of relationships with the school's supporters and potential supporters
- **Fundraising:** Plays an active, visible leadership role in the Annual Fund campaign, special fundraising events, and capital campaigns
- **Research:** Maintains a high level of competence in the field of education and remains current in issues related to areas of responsibility

### COMMUNITY BUILDING

- **Care & Trust:** Maintains an environment of openness and trust, recognizing the needs, concerns and expectations of students, faculty and staff, parents, and the wider CCS community
- **Representation:** Promotes CCS in the San Francisco Bay Area and the Christian school community
- **Representation:** Represents CCS to its various constituencies, including parents, grandparents, alumni, friends, educational organizations, BACBC, and the local community
- **Representation:** Attends school wide events, student competitions, and graduations

### BAY AREA CHINESE BIBLE CHURCH

- **Connection:** Promotes unity and a close relationship between CCS, the preschool, and church. Coordinates schedules and seeks opportunities to enhance interaction and communication between CCS, TTP, and BACBC
- **Connection:** Participates in weekly school and all-ministry staff meetings
- **Outreach:** Works collaboratively with BACBC to further both the mission and the outreach of CCS and church
- **School News:** Prepares and writes school news and updates for church business meetings



## Head of School (HOS) Job Description 2022-23 Coastline Christian Schools (Alameda, CA)

### MINIMUM QUALIFICATIONS

- Master's or PhD degree, preferred in an educational area or related field (i.e. Educational Leadership, Administration, Curriculum and Instruction, etc.)
- Three or more years of classroom teaching experience
- Excellent interpersonal and communication skills
- Maintains a high level of personal integrity, responsibility, and a strong work ethic

### PREFERRED QUALIFICATIONS

- Leadership or comparable experience in school administration, curriculum development, program evaluation, staff development, school improvement, and staff supervision and evaluation
- Operational and administrative experience, preferably at a Christian school of comparable size or culture
- Cantonese/Mandarin speaking ability a plus

### CONTACT

Interested candidates should submit the following materials confidentially as separate PDF attachments in one email to BACBC Human Resources:

1. Cover letter expressing interest in the Head of School position at Coastline Christian Schools
2. Current resume or Curriculum Vitae
3. Employment Application
4. Statement of educational philosophy and practice

Additional information about Coastline Christian Schools is available at <http://www.coastlinechristian.org/>

Contact Information:

HR Office | [HROffice@bacbc.org](mailto:HROffice@bacbc.org)