



Lake Mead Christian Ministries exist to make disciples of Jesus Christ through education and community.

Lake Mead Christian Ministries (LMCM) Minister- Director of High School (9th-12th grade)

Job Type: Full Time

Branch: Lake Mead Christian Academy

Reports to: LMCA Head of School

Job Summary: The Director of High School is an integral part of the Educational Leadership Team (ELT). This is a team of education administrators who work to collaborate for the success of Lake Mead Christian Academy. As a spiritually-focused leader, the Director of High School makes a significant contribution among the directors in the ELT to ensure the success of the high school instructional program. The Director of High School inspires and leads LMCA's 9-12 operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the Lake Mead Christian Ministries Head of School.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in the Church at Lake Mead.

Required Professional Qualities

- Hold a Master's degree from a postsecondary institution (preferably in Educational Leadership/Administration).
- Have a minimum of 5 years of successful classroom teaching experience, and 5 years of successful Secondary Principle experience, preferably in a larger Christian school.
- Demonstrate a high level of computer literacy - proficient at minimum in word processing, spreadsheets, electronic calendar, database, email, and use of the internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the LMCM Head of School.

Required Personal Qualities

- Sign and live by the ministry's lifestyle statement as a condition for employment and continued employment in this ministry.
- Have the maturity, ability, and personal leadership qualities to "train children" (Prov. 22:6).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.

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- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display friendliness and a sense of humor as well as courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the LMCM community.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance of a Christian role model of cleanliness, modesty, professionalism and good taste consistent with school policy.
- Be open to new ideas, initiatives, and concepts in education.
- Be a model of God's ideal for the instructional staff.
- Be committed to organized Christian education as evidenced by the enrollment of his or her own K-12 school-age children in this Christian school.
- Model excellence in interpersonal skills especially in collaboration as well as conflict management and conflict resolution skills.
- Demonstrate high emotional quotient (EQ) - self awareness, self-management, motivation, empathy, social awareness.

Essential Job Functions:

Academic Leadership

- Monitor and guide the instructional skill, professional development, and certification status of instructional staff.
- Ensure that all teachers provide quality instruction in classrooms which reflect a professional and Christian environment.
- Manage and lead the High School Dean of Students, Department Chairs, and Instructional Staff.
- Evaluate high school faculty by using formal and informal evaluation and by holding evaluation conferences for staff members.
- Have knowledge of the physical and emotional development of teenagers, and understand the problems they face.
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other administrative personnel.
- Administer policy for classification, promotion, or retention of students in the high school program.

Administrative Leadership

- Accomplish the goals and objectives assigned by the LMCM Head of School and school policy.
- Meet regularly with high school instructional staff to ensure coordination of programs and prompt problem resolution.
- Participate with members of the ELT in the collaborative planning of the master schedule.
- Assist Educational Leadership Team with the annual revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, the core curriculum guide, and other such items.
- Collaborate with the ELT for adequate supervision of high school students at various athletic, arts, or social events.
- Maintain a physical presence among high school students by attending and participating in high school chapels, assemblies, presentations, athletic, arts, and social events.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.

- Meet with newly enrolled students and the parents of those students.
- Participate in the planning and execution of senior graduation and other high school year-end activities.
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all classrooms, and keep adequate records of the same.
- Assume all other duties and responsibilities as assigned by the LMCM Head of School

Governance

- Provide information and counsel to the Head of School on the educational challenges and procedures for the high school level of the school.
- Offer professional advice to the Board of Directors when requested on items requiring board action, with appropriate recommendations based on thorough study and analysis.
- Provide board reports on instructional issues, needs, and operations as directed by the LMCM Head of School.
- Provide input to the formation of the school's long-range strategic plan.
- Collaborate directly and frankly with the LMCM Head of School in earnest effort to resolve differences of opinion when they exist.
- Show support for board policy and decisions to the staff, parents, and public.

Personnel

- Provide input to the LMCM Head of School to help establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of high school instructional personnel.
- Ensure that all high school instructional personnel have current written job descriptions.
- Work with the Dean of Students in matters concerning the high school students' discipline.
- Collaborate with the Director of Counseling in executing quality programs for training in social-emotional health, drug and alcohol awareness, and suicide prevention.
- Collaborate with the scope of work assigned to Directors of VAPA, Athletics, and Spiritual Formation.
- Implement staff development and in-service programs on and off campus for high school faculty.
- Annually evaluate the 9-12 faculty and provide each employee with a written evaluation as well as sharing information with the LMCM Head of School regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the LMCM Head of School regarding cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Provide input to the LMCM Head of School for the development and implementation of the school's long range financial plan.
- Provide input to the LMCM Head of School for the annual budget as related to the high school department for which he or she is responsible.
- Oversee and manage the 9-12 school's budgetary expenditures and procedures.

Compensation Scale*: \$61,000-\$69,000

Benefits:

- Qualifies for tax benefits
- Substantial 95% Ministry Scholarship for staff children (LMCA or Lil' Eagles)

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- Accrued PTO and Sick leave
- Short and long term disability - LMCM Pays
- 25,000.00 life insurance - LMCM Pays
- Additional life insurance up to \$150,000 - Self Pay
- Christian Healthcare Ministries (CHM.org) for health care coverage - Cost shared by LMCM/employee
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs