
POSITION: Head of Schools
DEPARTMENT: Foothill Christian School

OVERVIEW:

Foothill Church exists to glorify God by living as disciples of Jesus who make disciples of Jesus. This is our mission, and it is carried out through various ministries requiring people with different gifts and abilities. As we continue to grow, we need qualified people who want to work in a growing, vibrant, and fast-paced church to help with the duties in the specific department as well as the Church ministry as a whole.

ROLE SUMMARY:

The Head of Schools will serve Foothill Church as a staff member and serve as the educational and administrative leader of Foothill Christian School and Foothill Christian Preschool, both ministries/departments of Foothill Church. This individual is the chief school administrator who reports directly to the Lead Pastor (who reports to the Elder Board) and is amenable to the Executive Pastor of Operations. The Head of School is responsible for the administration and supervision of the school and preschool's educational programs and carries out these responsibilities as a representative of Foothill Church and in accordance with established policies. This position functions as a ministerial role, carrying responsibility for spiritual leadership, discipleship, and the faithful integration of biblical truth throughout the life and programs of the school and preschool

QUALIFICATIONS:

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- A demonstrated personal relationship with Jesus Christ.
 - Meet the qualifications of an elder from 1 Timothy 3.1-7, Titus 1.6-9; and 1 Peter 5.1-4 (if a male applicant) and 1 Timothy 3.8-13 (if a female applicant).
 - Agree wholeheartedly with Foothill Church's Articles of Faith, Statement on Marriage and Sexuality, and Statement of Sanctity of Human Life.
 - Agree wholeheartedly with Foothill Church's philosophy of ministry and position on secondary doctrines like complementarianism and the Reformed doctrines of grace..
 - Commit to exhibiting a lifestyle that is consistent with Foothill Church's Code of Conduct and Ethics.
 - Reflect a relationship with Jesus Christ by being a person of high character and consistently act with clear values and beliefs.
 - Covenant Partner of Foothill Church or in process of becoming a Covenant Partner.
 - Minimum of five years teaching experience.
 - Master's degree in a relevant field, or equivalent combination of education and experience.
 - Established self-motivation, flexibility, and integrity within job responsibilities.
 - Positive attitude and ability to work well with others.

KNOWLEDGE, SKILLS and DEMANDS:

Knowledge

- Basic understanding of Foothill Church's culture.
- Basic understanding of the role each department plays in fulfilling the mission of Foothill Church.
- Advanced understanding of Foothill Church's theology and doctrine and an ability to articulate and defend them.

Skills

- Maintain biblical integrity when interacting personally with constituents.
- Perform duties with minimal supervision.
- Demonstrated ability to work well under pressure.
- Demonstrated ability to resolve conflict and effectively address parent concerns and complaints.

Relationship Building

- Work well with others.
- Develop a positive relationship with staff, parents, and students.
- Promote school programs and student activities.
- Promote Foothill Church to the faculty, administration, students and families.

Mental Demands

- Follow established protocols and procedures.
- Problem solve quickly, without showing stress.
- Interpersonally agile; easy to approach and talk to.

Physical Demands

- Lift 25 pounds.
- Stand for long periods of time.

Environment

- Maintain safe working conditions throughout the school.
- Develop and implement campus security protocols and procedures.

Technologies

- Use a computer accessing email and various required technologies.
- Proficient with Microsoft Excel, Word, Teams, Google Docs, and FACTs SIS.

SPECIFIC DUTIES and RESPONSIBILITIES (subject to modification, reassignment, or elimination based on organizational needs):

Lead Pastor and Elder Board Relationships

- Keep the Lead Pastor and Elder Board informed of finances, enrollment, accreditation, personnel, curriculum, constituent issues, and legal matters. The Lead Pastor should never be surprised by any decision made.
- Recommend policies for the development of the school.
- Implement the school's mission as defined by the Lead Pastor and Elder Board.
- Administer the policies established by the Elder Board.
- Work for the advancement of cooperation and mutual support between school and church.
- Maintain proper relationships with and adhere to legal requirements and guidelines set by federal, state, and local government agencies.

Leadership

- Build a positive culture at the school and preschool through encouragement and empowerment.
- Primary source of vision casting on school-related matters through program initiatives, advancements, and strategic long-range planning.
- Recruit and retain top-quality faculty and staff members.
- Work with school staff to create an annual calendar of projected events for the academic year.
- Cultivate positive relationships and engagement with school families.
- Identify problem areas of the school and determine solutions.
- Coordinate all research activities of the school.
- Stay informed of educational best practices and keep the school programs up-to-date and relevant.
- Disciple school staff and faculty to live as disciples of Jesus who make disciples of Jesus.
- Ensure that all faculty are committed to, and actively involved in, a local church that is theologically orthodox.
- Ensure that all teaching supports, and does not contradict, Foothill Church's Statement of Faith, Statement of Marriage and Sexuality, Statement on the Sanctity of Life, philosophy of ministry, and secondary doctrines like complementarianism and the Reformed doctrines of grace.

Supervision

- Direct Reports (subject to change) include Vice Principal of Curriculum & Instruction, Vice Principal of Student Programs and Activities, Preschool Director, Admissions Coordinator, School Marketing Director, and Childcare Director.
- Support the Child Care director in the implementation of the summer programs and activities (i.e. – Adventure Camp, Fine Arts and Sports programs, Bridge Academy, etc.).

Curriculum

- Support the Vice Principal of Curriculum and Instruction in the development and implementation of curriculum adoptions/revisions, instructional practices, and professional development.
- Support the Vice Principal of Student Programs and Activities in the development and implementation of co-curricular programs (fine arts, sports, student leadership clubs, science camps, field trips and chapels).

Finances & Fundraising

- Develop and implement the school and preschool budgets timely and collaboratively with the input of school staff and the oversight of the Executive Pastor of Operations.
- Participate in quarterly budget analysis meetings with Bookkeeper, Executive Pastor of Operations and Preschool Director.
- Approve direct reports' invoices, purchases, and expenses according to set policies.
- Manage the school's Tuition Assistance program.
- Develop and implement the Annual Fund Campaign.
- Chair the FCS Educational Foundation Board and provide leadership and oversight to its fundraising activities, grant approvals, and required IRS filings.

Miscellaneous

- Maintain affiliation and positive relationships with professional organizations such as ACSI, WASC, Teaching for Transformation (TfT), and Protect Young Eyes (PYE).
- Develop parent resources and implement parent engagement activities/programs such as Parent University.
- Cultivate and maintain positive relationships with community organizations such as Chamber of Commerce and Glendora Library Foundation.
- Participate in the development of workplace safety and culture building initiatives through People & Culture meetings, Campus Safety meetings, Crisis Preparedness Plans, Campus Security measures.
- Participate in the weekly Communications Team (ICU) meetings.
- Participate in the church Sync-Up meetings (weekly) and Organizational Heads meetings (bi-weekly).
- Participate in annual church staff retreats and other events as requested by the Lead Pastor.
- Oversee the Food Services program implemented by a third-party caterer.
- Work with Facilities Director and Executive Pastor of Operations to maintain and improve campus facilities.
- Work with the IT Director and Executive Pastor of Operations to maintain and improve technology programs and services for the school.

REPORTING:

- Report directly to the Lead Pastor.
- Amenable to the Executive Pastor of Operations.

SHARED VALUES:

- **"I can do that."** We will do whatever it takes to advance the mission of Foothill Church. Nothing is beneath us. Our loyalty is the mission of Foothill Church, not a job description.
- **"Make it better."** We are committed to a culture of improvement. We will never arrive. There's always something we can do better, and we will constantly look for those minor tweaks and major improvements.
- **"Make it happen."** We will take all the time necessary to make a good decision...and no more. We will err on the side of forward movement, and when a decision is made, we will make it happen. We value doing over dreaming.
- **"Work should be fun."** We take God seriously, but not ourselves. We laugh at work and often laugh at ourselves. We will create space and seize opportunities to have fun as a staff.
- **"Keep it simple."** We will fight the urge to create more complexity. We will say "No" unless we're presented with a golden opportunity or notice a fatal flaw.

POSITION TYPE:

- Full Time.
- Regular.
- Exempt.
- Level 2 (Administrative / Professional).

Schedule: July 1 - June 30.

Base Hours: 7:30 am - 4:00 pm.

Pay: \$115,000 - \$127,000 initial salary depending on qualifications and experience.

Benefits: Retirement Plan, Medical, Dental, Vision, Disability, Life Insurance, Bereavement, Tuition discount for Foothill Christian School and Preschool, Paid Sick Leave, Paid Time Off, Holidays. See [Benefits Summary](#) for additional information. This role is considered a ministerial position. Consistent with applicable IRS regulations, eligible employees may request that a portion of compensation be designated as a housing allowance, subject to annual approval by the Elder Board.