

Chicago West Side Christian School

1240 South Pulaski Road

Chicago, IL 60623

773-542-0663

www.cwscs.org



Chicago West Side Christian School (175 students in preschool through eighth grade)

Position Title / Description: Head of School

Overall Responsibility: The Head of School must be a spiritual leader with strong faith who embodies a passion and long-term commitment to the mission, values, and goals of Chicago West Side Christian School through providing an academically rigorous education from a Biblical perspective to our diverse student body. This person is responsible for leading the staff, supervising the day-to-day activities of the school and developing an effective team structure to provide for the educational, spiritual and social/emotional growth of students. The Head of School will work in partnership with the Director of Operations and Development to provide leadership and ensure the school operates effectively, efficiently and with integrity. Both the Head of School and the Director of Operations and Development are accountable to and report to the Board of Directors on a regular basis.

Required Competency: Educational and Spiritual Leadership

- Supervise, shape and evaluate the development and operation of the curricula and instructional programs to ensure students are nurtured and challenged intellectually, spiritually, socially, emotionally and creatively, equipping them to lead and serve as Christians in the world
- Ensure students experience a school culture and climate that helps form their faith
- Maintain standards and quality necessary for accreditation with Board approved agencies (Christian Schools International, Cognia)
- Create a healthy work environment that results in high staff morale and performance with a low turnover of staff members
- Provide staff members with regular, documented performance feedback and development plans
- Cultivate a spiritually vibrant community among staff to promote growth, servant leadership and confirmation of their calling to work at CWSCS.

Required Competency: Collaborative Leadership

- Develop, lead and supervise teams to carry out the mission of the school
- Develop collaborative structures where team members and other staff have a voice and take part in decision-making; develop and promote staff to foster strong sense of ownership
- Effectively delegate responsibilities to staff members, empowering and positioning them to succeed
- Practice and model innovation; exhibit and foster creativity and entrepreneurial bent; encourage staff members to brainstorm and build ideas together
- Motivate and inspire team members to pursue and maintain excellence in all aspects of their work

Additional Competencies (candidate has experience in or willingness to develop competency in some or all of these areas)

Financial Stewardship

- Help develop and monitor operational and capital budgets
- Participate in financial planning and forecasting

Sharing Vision

- Tell the school's story: develop and maintain consistent and effective communication with the school's constituents and donors to promote a strong positive awareness of the school's mission, programs, activities, and achievements
- Foster support and ownership of the CWSCS mission, vision, and strategic plan within the CWSCS community (administration, faculty and staff, CWSCS families, alumni, and donors).

Strategic Planning

- Work with the board and staff to develop and implement short and long range strategic plans for:
 - Program development
 - Fundraising and development
 - Facilities / Campus development

Networking

- Establish and develop relationships with current and former families, alumni, churches, nonprofits, area residents, local government, local businesses, and local media to promote relationships between CWSCS and prospective families, the community and donors

Fundraising and Development

- Work with director of development to build relationships with donors of school
- Work with director of development to promote donor recruitment and engagement with vision events

Qualifications

- M.A., M.S. or MEd in Educational Leadership preferred or in pursuit of receiving
- Experience as a classroom teacher, ideally in a K-8 school setting
- Demonstrated history of effectiveness in leadership of a school
- Previous experience in Christian education preferred
- Demonstrated acumen for mentoring and guiding the professional development of classroom teachers
- Proven record of quickly assimilating into new environments, identifying areas for improvement and effecting change, while cultivating positive relationships
- Possesses strong and compelling written and verbal communication skills
- Possesses strong administrative and organizational skills and demonstrates an ability to manage multiple tasks and parties through effective use of time and resources

Candidates who feel they meet the criteria described in this position announcement are encouraged to apply for consideration by submitting a current resume and a one-page cover letter to boardpresident@cwscs.org detailing their successes in **Educational and Spiritual Leadership**, **Collaborative Leadership** and any areas they have experience in from the **Additional Competencies** list.

Chicago West Side Christian School is a racially and socio-economically diverse community. Candidates who value and contribute to this diversity are strongly encouraged to apply.