

Heritage Christian Academy is in search of an energetic individual to step into the role of School Administrator, guiding our community in providing an exceptional academic journey rooted in Christian principles. With a student body spanning from K2 to 12th grade and comprising 245 learners, HCA places a strong emphasis on academic excellence within our Christian worldview.

The School Administrator at HCA will be responsible for assembling a robust team to oversee all aspects of school operations, including academic and sports programs, staff development, student affairs, and community relations, all infused with Christian values.

Key responsibilities include:

1. **Spiritual Leadership:** Providing spiritual guidance through chapel services, Bible studies, and religious activities for students, staff, and families.
2. **Visionary Leadership:** Setting goals and executing strategies to advance the school's mission and foster growth.
3. **Administrative Oversight:** Supervising daily operations, including budgeting, scheduling, and facilities management.
4. **Curriculum Enhancement:** Ensuring the curriculum reflects Christian values while meeting educational standards.
5. **Staff Management:** Recruiting, training, and evaluating teachers and staff to maintain high standards of performance.
6. **Student Support:** Developing programs to nurture students' academic, social, and spiritual development.
7. **Community Relations:** Building relationships with parents, alumni, donors, and the wider community to further our mission.

Qualifications for the role include a master's degree in education with a specialization in leadership, a minimum of 4 years of administrative experience (classroom experience preferred), and a strong commitment to our Christian mission. Exceptional leadership, communication, and interpersonal skills are essential. Furthermore, due to our shared campus space, active participation in Christian Renewal Church is crucial to ensure seamless coordination among all ministries housed onsite.

Candidates interested in applying for the position of HCA's next School Administrator are invited to submit their resumes to [jobs@hcaeagles.net](mailto:jobs@hcaeagles.net) . Please include at least three references and any salary requirements. We will be accepting resumes until May 31st or until the position is filled, whichever occurs first. Thank you for your interest.