



Greater Portland Christian School

Head of School Job Description

The School

Greater Portland Christian School (GPCS) is an independent, multi-denominational, college-preparatory school for students in preschool through twelfth grade. Founded in 1973, and located in South Portland, Maine, the school draws its students from the Greater Portland area, a metropolitan region of over 500,000 residents along the southern Maine coast. Portland, ME ranks as one of the country's "best places to live," listed at No. 7 according to the 2023 *U.S. News & World Report* rankings.

Mission Statement

Greater Portland Christian School provides a distinctively Christian education which complements the home and church, brings a biblical perspective to every subject, and helps parents prepare their children for a God-glorifying life.

Overview

The Head of School (HoS) of GPCS is the Chief Executive Officer of the school under the authority and direction of the school's Board of Directors. He/she also is the official spokesperson for the school and has daily interaction with faculty, students, and parents. This person has proven spiritual, moral, academic, and leadership qualities to effectively direct the mission of GPCS as it enters its second half century. The ideal candidate is a servant leader, who is a deeply caring and approachable problem-solver and strategic visionary, leading the faculty and staff as one who guides a team of peers. While relating to others with compassion and grace, the HoS must also exhibit discernment and make hard decisions when necessary to support the school's mission.

Primary Responsibilities

- Spiritual Leadership – serves both students and faculty as a role model who exemplifies an active obedience to the lordship of Jesus Christ, cultivates spiritual interest and growth among students and staff, and clearly articulates a Christian philosophy of education.
- Strategic Vision – collaborates with the Board of Directors to promote and cultivate the mission and strategic vision for the school and then carries out that vision on a day-to-day basis.
- Internal Relationships – manages the performance of all faculty, staff, and volunteers; fosters and maintains staff unity as it pertains to the school mission; oversees the cultural integrity of the school; maintains awareness of faculty needs; and interacts with GPCS parents to promote the school's culture, vitality, and community.
- Student Enrollment -- directs the admissions and recruitment efforts of the school, supervising and working with staff and volunteers to enhance enrollment, which is essential for the vitality

of the school.

- Operations – Oversees administrative and other non-academic staff and ensures that daily operations are in capable hands.
- External Relationships – oversees interactions with the media, local churches, and other Christian schools; maintains professional relationships with local schools and accrediting agencies to enhance student and faculty advancement opportunities; and assists the board and/or development director to improve the financial basis of the school.

Qualifications

The HoS candidate should meet the following educational and experience requirements:

- At least a four-year undergraduate degree, with preference given to candidates with advanced earned degrees,
- Demonstrated supervisory leadership experience, and
- A combination of seven (7) years or more of classroom teaching, educational administration, or executive leadership experience.

Additional qualifications desired but not required:

- An advanced degree and/or certification in Education, Educational Administration, or a related field.
- Two (2) or more years of school leadership experience.

The HoS candidate must agree with, promote, and function in alignment with:

- The GPCS Statement of Faith,
- The GPCS Mission Statement, Vision Statement, and Value Words and Statements,
- The GPCS Constitution, By-laws, Policy Manual, and
- The GPCS positions on theological, ethical, and moral commitments.

Skills, Attributes, and Performance Measurements

The HoS candidate should possess and demonstrate:

- A saving relationship with Jesus Christ,
- Ongoing spiritual growth, as characterized by a teachable spirit, leading a moral life according to the Word of God, and serving as a role model to students and staff, (1 Timothy 4:12b),
- Moral purpose, moral conviction, integrity, and ethics,
- Humility, encouragement, adaptability, and patience,
- Enthusiasm for and commitment to the mission of GPCS, and
- Active membership in an evangelical church.

The HoS should possess strong abilities in:

- Collaborative leadership, mentorship, and team building,
- Strategic thinking and discernment,
- Educational supervision,

- Biblical mediation,
- Oral and written communication, and
- Interpersonal skills and relationship development.

Relationship with the GPCS Board of Directors:

- Accountable to the Board,
- Participates in monthly Board meetings as an *ex officio*, non-voting member,
- Informs the Board on issues, needs, and operations of the school, and
- Serves as a liaison between Board, faculty, and staff, working towards a high degree of mutual understanding and respect.

Relationship with Faculty and Staff:

- Serves as a professional leader for faculty and staff,
- Inspires high professional standards and demeanor,
- Manages oversight of daily operations, and
- Helps resolve conflicts in a fair and equitable manner.

Key Performance areas for the HoS:

- Spiritual, academic, and cultural health of the student population,
- Performance management of faculty and staff,
- Robust student enrollment, and
- A school environment that furthers the GPCS mission statement.