



# Christian Life Academy

## Job Description

May 2026

<b>Job Title:</b>	Administrator	<b>Department:</b>	Administration
<b>Reports To:</b>	Board of Directors	<b>FLSA:</b>	Full-Time Exempt-Salary
<b>Job Purpose:</b>	<p>The Administrator provides leadership in the operational, financial, and organizational functions of the school while supporting and advancing Christian Life Academy’s mission and vision. This role ensures that systems, policies, and resources are aligned to create an environment where students can grow academically, spiritually, and socially, while developing spiritual formation with the staff, teachers, and the students.</p> <p>The Administrator works in partnership with the Principal, who leads curriculum and instructional excellence, while the Administrator ensures the school runs effectively and sustainably.</p>		

### ***Essential Duties and Job Responsibilities:***

- Have a thorough understanding of the ministry of the school.
- Oversee and responsible for all school operations, development, and implementation of policies and procedures.
- Ensure compliance with state, local, and federal regulations.
- Oversee facilities use, maintenance, and safety protocols.
- Develop and manage in conjunction with the Business Manager and board the annual budget.
- Oversee tuition structure, billing, and collections. Making recommendations to the board if changes are needed.
- Work with any available grants.
- Oversee all hiring in collaboration with the Principal.
- Oversee the family interviewing, admission process, and onboarding.
- Build relationships with prospective and current families.
- Support school culture and unity across leadership.
- Support long vision/ term strategic planning with the board and leadership.
- Ensure alignment between mission, operations, and growth objectives.
- Ensure staff policies are followed consistently.
- Assist in development and leading fundraising initiatives.
- Address HR issues, conflict resolution, and staff support.
- Assist in performance evaluation systems (Principal leads instructional evaluations)
- Lead student recruitment and retention strategies.
- Lead morning staff prayer/devotional time.
- Develop, implement and maintain strategic funding opportunities utilizing avenues such as EITC, SPE, tuition aid, QCD, matching gifts, grants, campaigns, etc.
- Communicate and interface with families, churches, ministeriums, businesses, and donors.
- Communicate regularly with the principal.
- Assist the Principal as needed with students, families, and teachers.
- Develop and maintain business networking.
- Assist with the development and distribution of the quarterly newsletter (The Vision).
- Speak at events, churches, and other development opportunities as needed.
- Promote advocacy for Christian Education within the school by attending virtual meetings with ACSI PA leaders and keeping families informed of ways to advocate for Christian Education and Private Education.

- Provide monthly reporting to board and attend board meetings as needed.
- Must be able to perform all essential functions of the position, with or without accommodation.
- Manage Scripture memorization plan and Spiritual Theme for each school year.
- Able to assist in Chapel and teaching as needed.
- Be able to serve as a backup as needed for the Principal and Business Manager.
- Other duties as assigned.

***Education and/or Qualification Requirements:***

- Strong Leader who is a committed follower of Jesus Christ.
- Passion for Christian Education and discipleship/spiritual formation.
- Active participation in an Evangelical Bible-teaching church.
- Decisiveness and ability to relegate and delegate responsibility to others.
- Minimum of 5 years background working in Education.
- Bachelors or Masters (preferred) Degree in Education, Administration, or related field.
- Exceptional interpersonal skills with the ability to interact effectively and professionally with donors, staff, and families.
- Proficiency with basic computer skills and Microsoft Office.
- Ability to multi-task and organize.
- Must be able to maintain confidentiality and high ethical standards.
- Ability to travel locally as needed.
- Demonstrated commitment to the core Christian values of the school and the School's statement of Purpose.