



Horizon Christian School Head of School

The Head of School will uphold and promote the Mission and Vision of Horizon Christian School. The spiritual leadership and direction of the school will be determined by the Head of School in conjunction with the Board of Trustees.

The Head of School will directly supervise the administrative and managerial positions, who in turn oversee their respective staff. The Head of School is charged with the overall oversight and well-being of Horizon Christian School. This individual reports to the Board of Trustees.

Education & Experience

- Education: Master's Degree in administration preferred
- Experience: Preferred minimum of 5 years in education

General Responsibilities

- Communicate the school's Mission and Vision both internally and externally
- Collaborate with the Board to identify, create, and implement Strategic Plans, Program Expectations , and Operational Goals
- Keep the Board informed of needs, issues and operations of the school
- Display servant leadership, strongly support the administrative team
- Provide insight and next steps to empower all staff to do their job with excellence
- Provide professional development opportunities for teachers and staff
- Build trust and interdependence among administrators, teachers, staff, students, and parents.
- Be knowledgeable of the financial structure of successful non-profit business operations
- Oversee the financial operations of the school
- Be a visible, positive presence within our Columbia Gorge Community; develop and build public relationships

- Be responsible for oversight and development of donor relations, and fundraising including any Capital Campaigns
- Remain up-to-date on legal and cultural issues facing our school
- Perform other tasks as assigned

Required Professional & Personal Qualities

- Maintain a close, personal walk with the Lord, evidenced by personal example and spiritual leadership among peers and students
- Possess strong servant leadership skills, including the ability to supervise and evaluate others, enforce policy, follow prescribed procedures, make timely and difficult decisions, and communicate these decisions
- Exhibit excellent and positive communication skills, compelling in both verbal and written form, and a good listener
- Be a relational person of integrity, honesty, and trustworthiness
- Demonstrate disciplined time management and organizational skills

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God – our standard for faith and practice
- Believe and actively support the schools Statement of Faith
- Demonstrate and actively desire to lead in a 1 Timothy 3:1-13 manner
- Actively participate in an evangelical church as defined in Horizon's policy manual