

JOB DESCRIPTION

Position / Title	Chief Executive Officer
Last updated	September, 2019
Reports to	Board of Directors

Overall outcomes

The Chief Executive Officer (CEO) of Steinbach Christian School is accountable for establishing organizational goals in alignment with the strategy set by the Board of Directors while ensuring the organizations' values are sustained. The CEO is responsible for the overall financial and relational well-being of the organization and to ensure legal compliance in all functions as well as manage the day-to-day activities of the school

Excellent communication, interpersonal and financial skills as well as an ability to project positivity and adaptability in the organization while working in a demanding role is imperative to the success of this position. An alignment to the organizations statement of faith and modelling this in their life is essential to this role.

Responsibilities

Visionary Leadership

- Ensure all recruitment and staff/teacher development processes as well as the work environment is conducive to a high performing organization
- Supervise, motivate and collaborate with teachers and staff
- Ensure a safe working environment for all staff, teachers and volunteers
- Enhance the morale in the organization and ensure timely rectification to issues as they arise
- Implement the strategy of the Board throughout the organization

Educational Excellence

- Hire, equip and maintain staff required to achieve programs which fulfill the mission of SCS as directed by the SCS Governance Policy
- Supervise the evaluation and professional growth and development of each staff member
- Implement curriculum as established by Manitoba Education and Training
- Complete all Manitoba Education and Training expectations
- Ensure appropriate resources are available for students and teachers
- Promote success of all students by advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and discipleship
- Develop and enforce appropriate behavioral expectations
- Promote success of all students by ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

Faith Lead Distinctive

- Promote the social and spiritual welfare of students and staff
- Develop and implement additional curriculum related to the school's Bible program
- Maintain Christian distinctiveness of SCS by abiding with Biblical principles, the SCS Mission Statement, Core Values and Vision

Community Relations

- Advocate for the school with parents, students, teachers, staff, and constituency
- Enhance the organization's image by being active and visible in the community
- Represent SCS to the educational community (School division and associations)
- Establish and maintain relationships with various constituencies and utilize those relationships to strategically enhance SCS's Mission
- Oversee marketing and other communications efforts including student recruitment

Financial Performance and Viability

- Plan and manage annual budget (with the assistance of the Business Administrator)
- Responsible for any capital campaigns and building plans as directed by the Board
- Operate within the approved budget, ensure maximum resource utilization, and maintain a positive financial position for the organization

Administration

- Work together with the Board to update and implement the strategic plan for the school
- Report to the Board on a monthly basis
- Implement the will of the Board to the respective school administration, teaching staff, and support personnel
- Develop the School Year Calendar
- Lead the formulation of annual school plans
- Develop annual Public Relations plan with the Administrative Team
- Assign credits and provide transcripts
- Give direction to and meet regularly with the Administrative Team
- Ensure healthy communication between home and school through parent-teacher meetings, school newsletter and other forms of communication
- Report to the Parent Advisory Council

Legal Compliance

- Manage organization ensuring legal compliance with all appropriate Provincial and Federal Legislation pertaining to the employee/employer relationship

Requirements

Qualifications

- Bachelor in Education or Certified Teacher
- Master's in Christian Education or relevant field and/or a minimum of five years management experience
- Bible school education is seen as an asset
- Prudent, inspiring and a positive attitude lending to a progressive workplace
- High standard of ethics to guide decision-making
- Self-starter who is passionate about the school's mission
- Ability to lead by example

Skills

- Strong financial skills to oversee budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Comprehensive knowledge of the education system
- Ability to instill SCS's Mission, Core Values and Vision to staff and stakeholders
- Skills to collaborate with and motivate staff
- Excellent communication skills
- Computer skills including Microsoft Office
- Comfortable publicly demonstrating personal Christian faith

Personal Attributes

- Agreement with and willingness to embody the SCS's Core Values, Statement of Faith and Lifestyle agreements
- Highly ethical in all aspects of work and personal life
- Self-motivation with the ability to motivate others