

New Life Christian Academy

New Life Christian Academy provides Christ-centered education and challenges each of its students to reach high academic, personal, and spiritual standards. We believe in partnering with parents to integrate Biblical principles and spiritual values into the education process.

New Life Christian Academy is a religious educational ministry, and as such, utilizes religion as an employment criteria.

POSITION DESCRIPTION

Position Title: Administrator	Date Updated: June 2021
Department: Administration	
Reports to: NLCA School Board	Direct Reports: Teachers and Office Staff
Critical Relationships: NLCA Stakeholders which consist of Board members, student parents, alumni, and donors.	
Overall Purpose: <i>The Administrator position is responsible for leading and maintaining the mission, vision, values, and standards of New Life Christian Academy through the utilization and mobilization of its resources and stakeholders.</i>	

KEY RESULT AREAS

1	Actively leading the Spiritual emphasis of the school
	• Create and nurture an environment for ministry and spiritual growth.
2	Promoting collaborative problem solving and open communication
	• Collaborate with stakeholders. • Share student achievements. • Provide effective group-process and consensus building in the school's improvement efforts. • Communicate the school's vision with stakeholders. • Nurture leadership capabilities in others.
3	Collecting, analyzing and using data to identify school needs
	• Evaluate the assessment competencies of teachers and support gap reduction. • Evaluate the effectiveness of teachers and support gap reduction. • Identify discrepancies between current and desired states.
4	Using data to identify and plan for needed changes in curriculum
	• Identify in collaboration with staff the knowledge and skills that teachers require to implement the school instructional strategies. • Ensure that curriculum and instruction are in alignment.
5	Attaining student achievement goals
	• Align school resources to maximize achievement. • Identify key processes that impact results. • Inform Board by articulating school needs.