



PENN CHRISTIAN ACADEMY

Butler, Pennsylvania

"Equipping biblical worldview thinkers who serve and lead in the name of Christ."

HEAD OF SCHOOL — JOB DESCRIPTION

POSITION TITLE	REPORTS TO	FLSA STATUS	GRADE SPAN
Head of School	School Board of Directors	Exempt, Full-Time (12 Months)	Preschool (P3/4) – Grade 8

POSITION SUMMARY

The Head of School is the chief executive officer responsible for the comprehensive leadership, vision, and operational management of Penn Christian Academy's Preschool through Grade 8 program. Operating as the spiritual and educational leader, the Head ensures all programs are Christ-centered, academically excellent, and aligned with the school's mission, Statement of Faith, and biblical worldview — championing PCA's vision that every student KNOW who God is, LEARN through the lens of Scripture, SERVE as Christ served, and LEAD others to Christ.

LEADERSHIP PROFILE

- Demonstrates spiritual maturity, personal discipleship, humility, wisdom, discernment, and ongoing growth in Christ
- Leads with relational warmth, emotional intelligence, approachability, active listening, and a consistent, visible presence among students, families, faculty, staff, and the broader school community
- Models professionalism, cultural sensitivity, flexibility, servant leadership, and grace-filled discipline
- Protects a sustainable, healthy pace for self and staff, recognizing that leader and teacher well-being directly shapes school culture and student outcomes

QUALIFICATIONS

- **Spiritual:** A mature, born-again Christian who wholeheartedly agrees with the school's Statement of Faith and ACSI's Christian educational philosophy
- **Education:** Minimum of a Master's degree in Education, Educational Leadership, or a related administrative field
- **Experience:** 5+ years of successful experience in Christian school administration or comparable educational leadership
- **Certification:** Must hold or be eligible to obtain an ACSI Administrator Certificate, including completion of ACSI's Christian Philosophy of Education (CPoE) requirement within the first three years of employment and ongoing annual Bible CEUs
- **Skills:** Strong team-building, delegation, communication, financial management, crisis management, technology use, strategic planning, donor relations, and school management skills
- **Background:** Demonstrated Christian or private school experience preferred, with educational or business leadership experience and fiscal responsibility

KEY RESPONSIBILITIES

1. Spiritual Leadership

- Cultivate and protect a distinctly Christian culture, integrating a biblical worldview into all academic programs, extracurriculars, and campus life
- Provide pastoral leadership and spiritual mentorship to faculty, staff, and the student body
- Wait on the Lord and seek His wisdom through ongoing spiritual growth while maintaining a teachable spirit
- Approach discipline with grace and love, as a servant leader who is humble, gentle, and empathetic
- Support chapel, prayer, discipleship, and spiritual formation initiatives that strengthen the school's Christ-centered culture

- Actively model and promote the Christian faith, personal discipleship, and regular attendance at a local, Bible-believing church

2. Institutional & Strategic Leadership

- Partner with the Board of Directors to cast, execute, and evaluate the school's long-range strategic plan
- Serve as the primary liaison between the School Board, faculty, parents, and the broader community, communicating clearly and consistently during both routine operations and significant school decisions
- Represent and market the school publicly, advocating for Christian education while building strong community relations
- Lead as a visionary, strategic thinker with a strong sense of ownership over the school's culture
- Lead with supportive, trust-building leadership that empowers teachers and staff to make decisions
- Communicate well and listen actively; be approachable and relational — greeting and knowing names, with warmth
- Deepen engagement with the surrounding community and local churches, sharing resources and building partnerships that extend the school's reach

3. Educational & Academic Oversight

- Lead and support the development of high-quality curriculum, aligning instructional excellence with state and ACSI accreditation standards
- Recruit, hire, mentor, and evaluate faculty and administrative staff to build a high-performing team
- Promote innovative methodologies and continuous data analysis to drive educational assessment and improvement
- Provide oversight for student life, academic support, and discipline practices so that students are cared for consistently, challenged appropriately, and guided with grace and truth
- Must be able to grasp the details of all areas of the school, from the classroom to campus operations
- Champion a culture of continuous improvement, guided by clear goals and always focused on the future of the school

4. Operations, Finance & Advancement

- Oversee the annual operating budget, long-term financial health, and institutional advancement, including fundraising, enrollment, and marketing
- Ensure school policies, handbooks, personnel practices, accreditation requirements, and applicable legal and safety standards are reviewed, updated, and implemented consistently
- Guide donor engagement, capital fundraising, strategic planning, and management systems that support long-term sustainability
- Maintain a strategic financial plan and master facilities plan that ensure PCA's campus and resources keep pace with its mission
- Uphold PCA's nonprofit governance, board reporting, and compliance obligations with the same operational integrity, efficiency, and accountability the school holds as a core value
- Balance visible campus leadership with strategic work beyond day-to-day operations