

Position Title: Administrator

Qualifications: Associate's or Bachelor's degree in an education-related field;
Experience in education or Christian ministry preferred

Reports To: Meadowview Christian Academy Board

Responsibilities:

- Supervise teaching staff and volunteers in order to maintain a positive environment for staff and students.
- Create an environment where students can learn to have a relationship with Jesus Christ.
- Communicate with families information related to academics, school events, field trips, scheduling, and discipline. Consult and update the board as necessary.
- Promote the school to the target area served by connecting with local churches, businesses, and families using social media or other means.
- Coordinate and assign substitute teachers as needed.
- Oversee the Biblical education of students by reviewing lesson plans and curriculum, coordinating the chapel schedule, school events, field trips, and purchasing necessary instructional materials.
- Coordinate professional development and facilitate faculty meetings.
- Seek and write grants to benefit the development of the school through the use of the Educational Improvement Tax Credit (EITC) program, Raise the Region, Community Aid grants, etc. 5% incentive on all new donations above typical donation thresholds related to EITC, Raise the Region, or other grants.
- Attend and participate Parent-Teacher Fellowship (PTF) meetings. Attend and participate in monthly board meetings to update the Board.'
- Communicate school closings, schedule changes, and other pertinent information to families and board members.
- Complete other job-related duties as assigned.

Position Title: Development Coordinator

Qualifications: Associate's or Bachelor's degree in an education-related field;
Experience in education or Christian ministry preferred

Reports To: Administrator
Treasurer (for school finances)

Responsibilities:

- Assist administrator in creating a positive environment for staff and students.
- Create an environment where students can learn to have a relationship with Jesus Christ.
- Communicate with families information related to tuition and financial assistance. Consult and update the board as necessary.
- Promote the school to the target area served by connecting with local churches, businesses, and families using social media or other means.
- Receive tuition and send out tuition statements using QuickBooks.
- Utilize an online banking platform to pay vendors and utilities.
- Coordinate payroll for all staff.
- Seek and write grants to benefit the development of the school through the use of the Educational Improvement Tax Credit (EITC) program, Raise the Region, Community Aid grants, etc. 5% incentive on all new donations above typical donation thresholds related to EITC, Raise the Region, or other grants.
- Coordinate and assign substitute teachers when necessary.
- Attend and participate Parent-Teacher Fellowship (PTF) meetings. Attend and participate in monthly board meetings to update the Board.
- Oversee promotion of the Tuition Sense program through marketing to families and ordering gift cards.
- Complete other job-related duties as assigned.