

SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB DESCRIPTION

Title of Position: EDUCATION DEPARTMENT, DIRECTOR AND SUPERINTENDENT OF SCHOOLS

Position Summary:

The director of the Education Department of the Southern California Conference of Seventh-day Adventists shall serve as superintendent of the kindergarten through twelve-grade school system. The superintendent, along with associates, shall be responsible for curriculum implementation and personnel management in all conference-sponsored schools.

Duties and Responsibilities:

1. Marketing and Promotion:
 - Meet with school principals, school boards and pastors to promote Adventist Christian education.
 - Accept speaking appointments throughout the conference.
 - Encourage principals to submit marketing plans for their schools and to submit educational articles for publication in local newspapers and the Pacific Union RECORDER.
2. Finance:
 - Coordinate the development of the education department budgets.
 - Monitor education finances by reviewing monthly financial statements.
 - Process and/or approve department expenditures.
 - Process substitute teacher reports.
 - Process teacher billings to schools for conference-employed teachers.
 - Monitor accounts receivable with schools and assist in keeping all accounts current.
3. Personnel:
 - Coordinate the processing of teacher applications for positions in the conference.
 - Prepare teacher contracts for conference-employed teachers.
 - Coordinate the recruitment of personnel for conference-employed positions.
 - Assist local principals with applications and resumes for locally employed personnel.
 - Encourage teachers and principals to be creative in meeting individual student needs.
4. General Supervision:
 - Direct the school evaluation process and insure each evaluation committee is represented by education office personnel.
 - Direct the evaluation of each principal by the education office staff and a copy of each evaluation be provided to the principal and a copy is filed in the conference office of education.
 - Direct the visitation elementary and secondary classrooms of the schools in the conference by education office personnel.
 - Direct the preparation of written evaluation of the teaching staff by the school principals and/or education office personnel. A copy of each evaluation shall be presented to the teacher observed within one week of the evaluation and a copy shall be filed in the conference office of education.
 - Ensure that the principal conducting teaching evaluations meet to discuss the strength and weakness of the staff member being evaluated.
 - Share with the local principal and/or departmental staff the strengths and weaknesses observed in the evaluated teacher.
 - Assist the departmental staff in analyzing achievement test results to determine areas needing adjustment in emphasis in order to correct deficiencies.

5. Committees, Councils, Boards:

- Serve as a member or chair boards and committees as requested by the conference president or the Executive Committee.
- Serve on designated Pacific Union Conference and North American Division committees, councils, and boards.
- Chair weekly education department staff meetings and monthly principals' councils.
- Serve on school evaluation teams.
- Represent the education department at designated school boards.
- Assist school boards in budget development and monitor the monthly financial operations.
- Assist school boards and principals in the recruitment of personnel as needed.
- Perform such other duties as may be assigned by the conference administration.

Qualifications:

1. Must demonstrate effective leadership and administrative skills.
2. Must hold a professional teaching credential with an endorsement in school administration.
3. Must have a strong background in administration, finance, personnel management, curriculum, instruction, evaluation, and public relations.
4. Must have teaching and administrative experience in Seventh-day Adventist schools.