



SUSSEX CHRISTIAN SCHOOL

Challenging the Mind, Strengthening the Spirit

School Administrator

Sussex Christian School (SCS) has an Administrator opening for the 2024-2025 academic year. Founded in 1958, SCS is a private school located in Sussex, NJ. SCS is an ACSI and CSI member school with a current enrollment of 165 students. Our mission is to prepare young people to live fully for God in a rapidly changing world, with the ability to understand, evaluate, and transform their world from the foundation of God's unchanging Word.

The Administrator will serve as the chief Administrator of Sussex Christian School in developing and implementing policies, programs, curriculum, and activities in a manner that promotes the educational development of each student. Candidates are expected to be spiritually mature, energetic, proactive, and inspiring. They should be educational leaders who have an exemplary track record of administrative leadership experience at a Christian, private, or public academic institution. They are expected to ensure high-quality educational experiences and services in a safe and enriching environment promoting the values of Christ and the Bible at SCS.

SCS is a growing school with dedicated staff and robust community support. We have an active Association with long standing commitment and dedication to the mission of SCS, supporting it with prayer, volunteers, and resources throughout its history. SCS has a robust committee structure dedicated to supporting the Administration in areas of Finance, Education, Public Relations, Building and Grounds, Spiritual Development, and Athletics. SCS is also dedicated to innovative ways to educate as evidenced by the recent investment into the Outdoor Learning Center. We are also dedicated to investing into the facilities and/or staff to ensure the success of the next administration.

Interested candidates should email a cover letter and resume to office@sussexchristianschool.org.

Requirements

Candidates should possess a master's degree in school administration, education, or a related field. They also should possess, or are in the process of obtaining, a NJ Administrator's certification. Interested candidates must have strong communication skills, a love of God's Word, a passion for their faith in Jesus Christ, the ability to serve as an ambassador for Christian education, and be a Christian example for the staff, parents, and students.

The Administrator is expected to work in collaboration with and report to the Sussex Christian School Board of Directors, to serve as the conduit between the Board and Staff,

and to lead a group of dedicated Christian teachers and staff. This position is also responsible for fostering a healthy, nurturing, positive, and uplifting Christian school culture of excellence, respect, and teamwork. This culture shall support our staff and students, encourage parental involvement, and foster positive and uplifting relations between the Board, the parents, and the staff. The Administrator will ensure the staff's professional development, set personal goals for the staff, and perform evaluations of each staff member.

The Administrator will continuously engage with the community, including, but not limited to, the Sussex Christian School Association, current and prospective parents, current and prospective donors, alumni and their parents, and neighboring churches. They will provide the leadership and management necessary to administer and supervise all programs, policies, and activities of the school.

The Administrator is also responsible for acting as a liaison to the Board for matters of safety, security, and overall maintenance of the property.