

Administrator, School Director (August 2019)

[Mexico City Christian Academy](#)

School Info:

Name: Mexico City Christian Academy

Address: Avenida de las Aguilas #73, Colonia las Aguilas
Atizapan de Zaragoza, Estado de Mexico C.P. 52949

Phone: (+52-55) 7098-6334; (+52-55) 7098-5963
US (+1-228) 202-7987

School Director's Job Description

QUALIFICATIONS:

1. A Master's degree with a major in educational administration
2. Meets certification requirements of recognized accrediting agency responsible for issuance of school's accreditation
3. Such alternatives to the above qualifications as the MCCA Parent Board may find appropriate and acceptable

REPORTS TO: MCCA Parent Board

JOB GOAL: To provide leadership in developing and maintaining a distinctive Christian educational philosophy and the best possible educational and ministry program and services

PERFORMANCE RESPONSIBILITIES:

1. To be accountable to the MCCA Parent Board for the operations of the assigned school, through the implementation of the MCCA School Policies and MCCA Policies and Administrative Guidelines.
2. Administers the planning, development, coordination, and evaluation of the total operation of assigned school on behalf of the MCCA Parent Board.
3. Delegates responsibility for all administrative units but is responsible to the MCCA Parent Board for the results produced.
4. Prepares the annual budget as necessary to assure maximum utilization of funds to accomplish the mission, and educational and ministry goals of the school.
5. Adheres to professional, ethical, and moral standards of conduct in the transaction of all school business.
6. Recommends to the MCCA Parent Board the appointment of all personnel assigned to school.
7. Based on the authority granted by the MCCA Parent Board appoints all personnel employed by school.
8. Makes needed personnel adjustments and assignments, approves suspensions, sick leave, and personal leave as outlined in the school's administrative guidelines. Dismisses personnel when necessary following local school guidelines, as well as MCCA Parent Board policies and procedures.
9. Provides the MCCA Parent Board and the school community with the necessary information to keep them informed of the progress and activities of the educational program.

10. Serves as the representative of the MCCA Parent Board and provides the necessary information to keep the Board informed of the progress and activities of the ministry of the school.

11. Ensures that school operations properly represent the ministry of the MCCA Parent Board, and works in harmony, cooperation, and compliance with the Board.

12. Administers the school program in conformity to the mission, purpose and values of the school and the MCCA Parent Board.

13. To hire a team of teachers who are evangelical, mission-minded Christians.

14. To ensure the development and implementation of a school-wide plan for evangelism, discipleship, and Biblical integration.

15. Performs such other duties as may be assigned by the MCCA Parent Board as the need requires.