



POLK COUNTY
CHRISTIAN SCHOOL

FAITH | EXCELLENCE | PURPOSE



PCCS, 2490 West Tower Drive
PO Box 303, Bolivar, Missouri 65613



417.326.2811



www.polkcountychristianschool.org

Polk County Christian School Administrator Position Description

Position Title: School Administrator

Location: Bolivar, Missouri

Position Type: Full-Time | 12-Month Position

Reports To: School Board

About Our School

Polk County Christian School exists to partner with Christian families in providing students with a Christ-centered education marked by academic excellence, spiritual growth, servant leadership, and biblical truth. We are seeking a spiritually mature, visionary leader who is passionate about Christian education and committed to developing students academically, socially, and spiritually.

Position Summary

The School Administrator is responsible for cultivating a strong Christ-centered culture while overseeing academic programs, faculty development, student life, operations, and community engagement. The Administrator works closely with the School Board to advance the mission and long-term vision of the school.

Leadership & Personnel

- Collaborate with the Board to recruit, hire, evaluate, develop, and, when necessary, dismiss faculty and staff.
- Ensure professional development of teaching staff through training, mentorship, and performance oversight.
- Maintain a safe, organized, Christ-centered work environment.
- Oversee volunteers, substitutes, administrative staff, and faculty operations.
- Handling employee and parent concerns professionally and confidentially.

School Operations

- Manage daily school operations, calendars, communication, programs, events, facilities, and co-curricular activities.

- Leads and manages all school safety drills and safety initiatives to ensure a well-prepared, secure, and compliant campus.
- Oversee lesson plans, instructional quality, parent communication, and administrative processes.
- Ensure effective organization and smooth operation of all school functions.

Spiritual Leadership

- Provides spiritual leadership consistent with the school's Statement of Faith and Biblical worldview.
- Encourages Christ-like conduct among students, staff, and families.
- Leads through prayer, servant leadership, integrity, and biblical principles.
- Oversees weekly chapel services and ministry initiatives.

Academic Leadership

- Oversees curriculum, instructional programs, testing, accreditation certification, and educational improvement.
- Stays informed on educational best practices while maintaining alignment with the school's mission and values.
- Mentors teachers and supports academic excellence throughout the school.

Enrollment & Community

- Serves as the primary spokesperson and representative of the school.
- Build relationships with churches, families, and the community.
- Promotes enrollment growth and communicates the mission and vision of the school.
- Oversees school publications, newsletters, handbooks, and parent / community engagement.

Financial Oversight

- Assists in developing and managing the school budget, scholarships and proper financial stewardship.
- Supports fundraising, grants, donations, and financial aid efforts.
- Oversees payroll, bill payment, deposits, and adherence to financial policies.