



General Description of Superintendent Responsibilities

The Superintendent of Mingo Valley Christian School is the chief administrator of all grades K4-12, having the ultimate responsibility for the quality of the educational program and the implementation of the school's mission statement. The Superintendent of Mingo Valley Christian School will report directly to the Board of Directors and must maintain Professional Certification with ACSI. The Superintendent will also coordinate and cooperate with Memorial Bible Church.

Areas of responsibility include:

- To oversee, develop and propose an overall school program which conforms to the mission of Mingo Valley Christian School.
- To pursue and establish educational standards in adherence to the school's mission statement, and to oversee their implementation in the curriculum and programming of the school.
- To communicate on a regular basis with the school's Board members through regularly scheduled meetings and intermittent correspondence as needed.
- To oversee the interviewing, hiring, training and evaluation of school personnel.
- To work with the School Board to develop and approve an annual budget.
- To participate in strategic planning of the school.
- To oversee the management of daily operation of the school.
- To oversee the admissions process, including interviewing of prospective families.
- To ensure that proper communication is made and maintained with parents, prospective parents and interested parties in the community.
- To address student behavior as it relates to the student and faculty handbooks.
- To oversee the proper maintenance of the facility, and to see that coordination with the church deacon board regarding the facility is maintained.