

The Colorado West Christian School (CWCS) Administrator must be committed and seek to carry out the mission/vision of CWCS. The following characteristics/qualifications will be considered when interviewing for the CWCS Administrator:

Spiritual Leadership

- Be a professing Christian with strong knowledge of Scripture, holding firm to a personal doctrinal commitment, who believes the Bible is the inerrant Word of God, embraces Reformed theology, and acknowledges that the Westminster Confession of Faith and Catechisms, or similar Reformed creed, (while not on the same level as Scripture) contain the system of doctrine taught in the Bible.
- Display spiritual maturity and lives an exemplary life as a follower of Christ.
- Model Christ-like behavior and spiritually shepherd faculty/staff, students, and the school community.
- To become an active, involved member of Trinity Reformed Presbyterian Church (TRPC) (preferred) or another local evangelical church in the community.
- Possess ability to serve and co-labor alongside other TRPC ministry leaders in a collaborative manner.
- Model biblical submission to the authority and leadership of the church and will seek to protect its peace and purity.
- Has a strong desire for the salvation of the students and the nurturing of the students through the application of biblical principles and the Gospel.

Administrative Leadership

- Demonstrated experience in leading and directing the operations of an educational organization and specific experience in elementary and middle school education, administration, and teaching.
- Preferably possess advanced degree in Education/Administration, Ministry, Leadership, or related field.
- Embraces, and commits to, the mission, by-laws, and guiding principles of CWCS.
- A visionary leader with capabilities to assist the Board on the development and leading the implementation of the school's vision and long-range strategic plans.
- An organized, effective leader who:
 - *attracts/retains, inspires, develops, and empowers highly qualified faculty/staff;
 - *creates a strong, dynamic team focused on the CWCS mission;
 - *cultivates a joy, God-glorifying environment that embraces creativity, innovation, continuous improvement and the open exchange of ideas amongst the team.

- Demonstrated ability to hold faculty/staff, students, and parents accountable to expectations in a loving, grace-filled manner.
- Ability to establish and maintain an organizational structure that enables effective and healthy functionality of the school while maintaining fiscal responsibility.
- Possesses strong business acumen with ability to manage the school within the Board's overall goals, policies, and financial budget.

Academic Leadership

- Possesses a high calling and commitment to the spiritual and academic development of the students of CWCS.
- Demonstrated experience in education and classroom teaching.
- Expertise in setting and achieving high standards of academic excellence.
- Capable of ensuring appropriate, high quality curriculum and educational programs based on a Biblical worldview and will routinely review and refine that curriculum.
- Models continued professional development and life-long learning.

Relational & Community Builder

- As the "face" of CWCS, must have excellent written and oral communication skills and the ability to be an articulate, passionate champion and spokesperson for the school.
- Effectively communicate relevant information in a timely and transparent manner.
- A strong unifier who is gifted at building collaborative, trusting relationships with Board, church, faculty/staff, parents, and supporters.
- Ability to build strong sense of community within CWCS, other schools in the community and the church.
- Ability to collaborate with and provide direction for the purpose of promoting and growing the school.
- Have a clear understanding of the roles and responsibilities parents have in the education of their children.
- Have a desire to love and respect all staff, students, and parents diversity based on their being created in the image of God and in accordance with biblical standards.

Application Requirements

● If interested please submit the following:

1. Current resume
2. Personal statement of faith/Christian testimony
3. List of references with contact information (references will only be contacted with your permission)
4. Letter of recommendation from your current pastor
5. Brief statement of your philosophy of education