



# Quinte Region Christian Schools

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## Executive Director Job Description

### Background

In spring of 2022, the four Christian school communities in the Quinte region voted to amalgamate into one school board. The Board decided to create the position of Executive Director (ED) to lead the new Quinte Region Christian Schools organization.

The Executive Director holds a key position for the organization. Relationship building among the four school communities and their stakeholders is priority number one. A skilled and charismatic administrator, the ED has a heart for Christ, a passion for Christian education, a desire for team synergy, and a posture of servant leadership. Holding a strong vision for the organization, the ED leads, motivates, and empowers the school leaders to be effective in their own areas.

The Executive Director is employed by, and acts on behalf of the Board of the Quinte Region Christian Schools (QRCS) in managing the daily operations of the QRCS. This is done in accordance with all QRCS policies and regulations.

### General Requirements for the Position

1. Remains committed to the Vision and Mission and Core Values of the QRCS;
2. Possesses strong, creative, and spiritual leadership qualities rooted in Biblical principles;
3. Demonstrates an ability to gather relevant data, analyze it, and use it wisely and creatively to the benefit of QRCS;
4. Recognizes, promotes, and develops opportunities that ensure the long-term viability of the QRCS.
5. Organizational leadership experience with a proven record of success in leading cross-functional teams to achieve ambitious results;
6. Strong strategic thinking and planning skills, with an ability to manage multiple concurrent projects and priorities effectively; and
7. Exceptional communication skills with an ability to motivate staff and Board members.

### Roles and Responsibilities

The Executive Director, who serves as the Board's Executive Officer and Advisor, is responsible for the daily operation of the QRCS, subject to Board approval and/or involvement, in the following areas:



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### **A. General**

1. Interprets the needs of the QRCS to the Board;
2. Reinforces the Board's governance and fiduciary responsibilities by participating in board meetings; preparing monthly administrative reports; and developing recommendations for board consideration that combine the best interests of students and the needs of QRCS with the focus and direction of the Board; and
3. Performs any other duties as assigned by the Board.

### **B. Human Resources**

1. Cultivates strong Christian Relationships among the stakeholders of the QRCS;
2. Oversees the QRCS staffing requirements and responsibilities in accordance with the Board's Personnel Policy while recognizing the unique needs of each school;
3. Develops and nurture the leadership team, comprised of the Executive Director and Principal at each campus;
4. Supports and supervises the principals, and by extension indirectly all instructional and operations staff, including review of performance of employees;
5. Serves as the staff's primary liaison to the Board of Directors bringing updates, concerns, recommendations, resource requirements, and significant issues to the board's attention in a timely manner;
6. Encourages professional growth on the part of the QRCS's staff;
7. Communicates Board Policy and direction to appropriate personnel; and
8. Facilitates the appropriate flow of communication throughout the organization.

### **C. Management and Administration**

1. Ensures that the educational purpose of the QRCS is fulfilled at each school;
2. Serves on various committees set by the Board, at the Board's request;
3. Collaborates with the Board and leadership team to develop and apply strategies to continuously improve administrative, faculty and staff professional development, salaries, and benefits;
4. Ensures the management and preservation of records and documents and maintenance of the QRCS's database;
5. Works collaboratively with the Principals, Financial Administrators, and Finance Committee in setting the QRCS budgets for recommendation to the Board; and
6. Advises the Board as to the impact that proposed policies and budgets will have on the QRCS's general interests and each school's development.

### **D. Communications and Promotions**

1. Cultivates relationships with churches, pastors, the public sector, other Christian schools, parents, alumni and supporters;
2. Acts as an official representative of the QRCS as needed by the Board;



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3. Ensures, in conjunction with the Board, that the QRSC Strategic Plan and its priorities are executed; and
4. Oversees the recruitment of new students.

### **E. Financial Development**

1. Responsible for the oversight of all financial affairs of the QRCS;
2. Oversees the development of financial projects and fundraising activities including, but not limited to capital campaigns, golf tournaments, auctions, membership drives and Thrift Stores;
3. Provides strategic financial planning analysis in order to support future growth and development;
4. Reports to the Board on financial goals and achievements as well as monthly financial reports;
5. Establishes a marketing strategy for the QRCS aimed at expanding student enrolment and QRCS membership;
6. Prepares and submits annual budget to the Board;
7. Facilitates, prepares for, and attends financial audits/reviews and implement corrections to any findings; and
8. Maintains market awareness related to tuition and fees and make recommendations to the Board accordingly.

### **F. Facilities Management**

1. Develops facilities strategy including mid- to long-range facility needs, in addition to overseeing custodial, maintenance, and other facilities operations;
2. Oversees the provision and maintenance of the school's physical plants i.e., buildings and facilities, grounds, yards, parking lots, major equipment, and other assets;
3. Represents the QRCS and Board as the overseer of capital projects, and appropriately directs capital projects as directed by the Board;
4. Oversees decisions regarding any non-school and/or non-educationally related function held in any QRCS owned or managed facility (including after-hours functions);
5. Ensures staff collaboration and cooperation with facilities management and other facility users as it relates to the physical use and maintenance of the buildings and grounds; and
6. Develops, maintains, and updates (as required) a School Safety & Emergency Response Plan.

### **G. Transportation**

1. Oversees the provision and operation of school transportation services.



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To respond to this opportunity, please forward your resume and Personal Statement of Faith, together with a cover letter detailing your passion for Christian ministry employment, to [edward.a9.morris@gmail.com](mailto:edward.a9.morris@gmail.com) and [mpcouperus@gmail.com](mailto:mpcouperus@gmail.com) . The closing date for this position will be January 31, 2023 or until a suitable candidate has been found.

Note: Applications will be reviewed as they are submitted.

Only those applicants considered for interviews will be contacted.

For any additional queries on this position, please contact Ed Morris [edward.a9.morris@gmail.com](mailto:edward.a9.morris@gmail.com) and Tony Jeronimus [tonyjeronimus@hotmail.com](mailto:tonyjeronimus@hotmail.com)