

## Reports to: Head of School

### General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence of understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a master's degree in education, business, human resources or a related area, preferred.
4. Minimum of 3 years experience as a school administrator, preferred.
5. Minimum of 3 years experience in leading diversity training or education programs , preferred.
6. Evidence of strong organizational, communication, interpersonal and technological skills.

### Primary Responsibilities:

The ideal candidate will:

1. Work with the Chief Academic Officer and division principals to review current curriculum and programs, JK-12, and confirm that diverse representation is included in displays, assigned readings and instruction.
2. Work with the Spiritual Life directors to incorporate diversity into chapels and other areas of spiritual development programming.
3. Provide a safe place for students to share concerns as well as ask questions regarding their experiences at school.
4. Partner with the Director of Human Resources to recruit and retain faculty and staff of diverse backgrounds.
5. Assist the Admissions Office to recruit and retain students of diverse backgrounds.
6. Conduct staff professional development as scheduled by the Chief Academic Officer to educate and inform all employees on issues relating to cultural diversity and equity as well as ethnic and racial sensitivity.
7. Serve as liaison and/or facilitator for focus groups (alumni, parents, employees, and/or students) that are centered on diversity and equity.
8. Partner with the Director of Alumni Relations to maintain relationships with our alumni.
9. Collaborate with the Directors of Diversity at the other local peer schools as well as CESA, SAIS and other membership organizations.
10. Adhere to Charlotte Christian School policies and follows established procedures.
11. Accept responsibilities for additional assigned duties deemed necessary by the Head of School.

### Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.