



Fourth Baptist Christian School

Plymouth, Minnesota

Position	Assistant Head of School
Reports to	Head of School
Scope	This 12-month position places the individual as a member of the administrative team. The position requires evening hours according to the special events schedule.

Who we are

Fourth Baptist Christian School, a growing and vibrant Christian PK-12 private Christian school located in Plymouth, Minnesota, is seeking a dedicated and experienced Christian School Assistant Head of School to help lead the PK-12 program. The current enrolment is 330 students with approximately 50 full- and part-time staff members. The ideal candidate will be a visionary leader who is deeply committed to Christian education with a passion for evangelism, academic excellence, and student development.

What you'll be doing

The Assistant Head of School reports to the Head of School and has responsibilities in all aspects of curricular and co-curricular life at Fourth Baptist Christian School. This includes, but is not limited to, recruitment, hiring, orientation, finances, evaluation, professional development of staff, and spiritual leadership for staff and students. The Assistant Head of School will oversee the operation of the school in the Head of School's absence.

You will be responsible for...

- Spiritual leadership
- Academic leadership
- Administrative duties
- Parent and community engagement
- Student development
- Professional and personal development

Working Conditions

- Full-time position
- Minimum Education: Bachelor's degree (Master's degree preferred)
- Minimum Experience: 5 - 8 years of teaching experience (Christian school preferred)
- Membership at Fourth Baptist Church
- Required Travel: 0 - 10%
- Office, common areas, playgrounds, classrooms, cafeteria, and gymnasium settings

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Using your skills and experience, you will be ...

- Developing policies, plans, and procedures related to FBCS's program in cooperation with the Head of School and staff to effect smooth, safe, efficient, and effective operations of the school, consistent with God's Word.
- Directing and facilitating necessary follow-up on any issues involving Faculty and Staff as well as any of the Student Body within the established policies and procedures.
- Continually evaluating existing programs and practices, curriculum content, and developing future programs.
- Meeting with FBCS families and parents regarding serious spiritual concerns to provide support and accountability.
- Making decisions relating to a wide range of student situations including injury, illness, student discipline, and staff and parent needs.
- Using strong interpersonal communication skills with the ability to effectively inspire, influence, empower, build relationships, and collaborate with members of the organization - school and church staff, families, students - as well as community members.

Want to apply? Get in touch today.

All interested candidates should submit the following materials. The position remains open until filled.

- A cover letter expressing why you are interested in Fourth Baptist Christian School and this opportunity.
- A current resume.
- Your philosophy of education.

Please send your materials by email with attachments to: jobs@fourthbaptist.org.

No phone calls, please.