

Position: School Administrator, Woodcrest Baptist Academy, Fridley, MN

About Woodcrest Baptist Academy (WBA)

- **History:** Woodcrest Baptist Academy, a ministry of Woodcrest Baptist Church has been providing a high-quality education with a biblical worldview for 50 years.
- **Mission:** Woodcrest Baptist Academy, a ministry of Woodcrest Baptist Church, exists to help parents raise their children to live effectively in God's World and to prepare students academically, physically, socially, and spiritually for service to God and country
- **Grades:** K4 – 12th grade
- **Teaching Staff:** 13 teachers, office manager, 4 teachers aides
- **Students:** approximately 220
- **Annual Budget:** approximately \$1,000,0000

Primary Responsibility: Serve as the head of the school and provide leadership in all areas of school development, general administration of curriculum development, and public relations.

Specific Duties:

- **Spiritual Responsibilities**
 - Set an example in all aspects of the Christian life.
 - Serve as a spiritual leader to the faculty and staff.
 - Re-evaluate semiannually all spiritual programs of the school.
- **Financial Responsibilities:**
 - Work cooperatively with the pastor and school board in structuring school tuition and budget needs.
 - Keep up-to-date on Minnesota Department of Education requirements and regulations.
 - Develop a successful fund-raising program.
- **Personnel Management:**
 - Build a successful recruiting program in obtaining qualified faculty and staff.
 - Promote, in every way, the professional growth of the faculty and staff.
 - Provide in-service training for all-personnel.
 - Maintain past and present employee files.
- **Curriculum Responsibilities:**
 - Provide an annual review of the instructional program.
 - Designate a departmental committee in reviewing goals for improvements or changes in the curriculum.
 - Review and evaluate textbooks and other instructional materials.
 - Schedule regular meetings with faculty, allow time for discussion concerning ways of improving overall curriculum.

Qualifications

- Born-again administrator, guided by Biblical principles.
- Committed to furthering the WBA mission and philosophy of faith-based education.
- Member of Woodcrest Baptist Church and faithfully attend services and special events.
- Master's degree in school administration or education. (preferred)
- Teacher experience.
- Administrative experience as an assistant administrator. (preferred)
- Experience in financial planning.
- Experience in public relations and promotion of school.

Compensation & Benefits

- Competitive Annual Salary
- Great medical and dental insurance plan
- 403(b) matching
- Free tuition for children

If interested, please send resume to principal_search@woodcrestbaptistacademy.org.