

**HERITAGE ACADEMY**  
**Director of Community Life & Family Ministry**  
**Job Description**

**Position:** A professional staff position on the administrative team pertaining to all aspects of student life and family relationships in the University-Model setting

**Summary:** To bear primary responsibility for the spiritual and relational atmosphere of Heritage Academy, providing vision and leadership for student activities and character and leadership growth opportunities, while facilitating relational accountability and offering support for students, faculty, and families.

**Position Status:** This is a year-round position, involving 25-30 hours per week.

**General Qualifications:**

- Living faith in Jesus Christ, consistent with Heritage Academy's Statement of Faith
- Commitment to the Core Values of Heritage Academy
- A teachable spirit and ability to multi-task
- Demonstrated ministry experience and commitment to the Biblical family
- Strong organizational, relational, communication, and decision-making skills coupled with attention to detail
- Ability to work independently within given parameters, without direct supervision
- Ability to represent both the school and the school's Leadership Teams with discernment and tact to both internal and external constituencies via phone, electronic, written, and face-to-face communication
- Ability to assess the importance and urgency of situations and act accordingly
- Effective computer skills – e.g. Microsoft Word, Excel, Power Point, Publisher, and Outlook
- Flexibility to attend events and periodic evening activities
- Bachelor's degree preferably in Education or a related field
- Leadership experience in a K-12 setting preferred
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**Reports To:** Chief Administrative Officer (CAO)

**Responsibilities:**

- Campus Management/Supervision: organize and manage patterns of accountability that ensure student safety, campus security, a positive, relational environment, and a focused educational atmosphere.
- Character Formation: encourage character-focused growth; facilitate and maintain a dynamic variety of opportunities for spiritual reinforcement and leadership development among students at all grade levels.

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## **Responsibilities** - continued

- **Spiritual Integration:** provide guidance for students and parents related to all aspects of Heritage Academy's Code of Conduct (including Dress Code); monitor students' academic achievement, participation in activities, and conduct, providing character-focused intervention when appropriate; raise faculty awareness of spiritual formation opportunities, equipping school faculty and staff to capitalize on opportunities for fomenting faith.
- **School/Parent Partnerships:** engage with interested families to facilitate the admissions/enrollment process; facilitate creative communication and teamwork between faculty and families; anticipate and intervene to maintain cooperative relationships when necessary; provide accountability for families in their commitment to partnership; raise parent awareness of and involvement with campus activities.
- **Events/Activities:** coordinate, oversee, and refine a weekly routine and yearly calendar of student programs and activities based on underlying core values; organize (with administrative team and parents) school-wide events including Family Orientations, Commencement, etc.; promote and secure volunteer involvement.
- **Administrative Support:** provide support for Chief Administrative Officer in administrative/operational tasks, constituent relations, and school advancement.