

# Theopolis Christian Academy

PO Box 1531 · Hormigueros, PR 00660 / TEL. (787) 833-2260 ·



## English Language Prep School

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### CONVOCATION

Position: **School Director**  
Classification: **Exempt**

Date published: 03/17/2023  
Supervisor: Eliud Morales - Lead Pastor

Due date for applying: 04/01/2023

#### Objective of the position:

The Director of Theopolis Christian Academy is responsible for working with the Board of Theopolis Church, and Lead Pastor to provide, plan, organize, resource and direct the Christian educational programs, with a focus on children and youth. Ensures adherence with the Academy's Policies and Rules as established. Acquires and adapts curriculum materials, recruiting, training and supporting teachers, by organizing or acquiring necessary study supplies, advising with preparation of class spaces and collaborating with teachers for long-range and short-term planning of curriculum, lessons and activities. Responsibilities are performed ensuring compliance with applicable laws and regulations.

#### Duties:

- A. Curriculum and teaching-learning process
  - a. Responsible for ensuring adherence to TCA teaching curriculum goals and objectives as planned.
  - b. Plans, organizes, directs, supervises and evaluates teachers.
  - c. Keeps a breast of latest educational tools and systems, and maintains working knowledge of materials available.
  - d. Promotes parent's participation in their children's educative, social and cultural activities in order to strengthen a whole education program.
- B. Supervisory and Administrative
  - a. Directs Staff, Teachers and Faculty working in TCA ensuring top performance of roles and responsibilities.
  - b. Develops staffing plans and actively participates in hiring competent resources per the Education Board's as established.
  - c. Hires, supervises, develops, trains, motivates, manages corrective actions, coaches, recognizes and also manages terminations of resources as applicable.
  - d. Continuously improves and develops a unified educational program per TCA Christian foundations and principles.
  - e. Meets with the Education Board, the Church Board as required, and other groups impacting the Academy ministry.
  - f. Ensures compliance with and consults concerning educational budget needs and keep check on money spent.
  - g. Supervises group classes and keeps and monitors teacher records system to ensure it is up to date.

- C. Confidentiality, Security of information and resources

- a. Holds the highest standards of confidentiality limiting information on a “need to know” basis, executes good judgment and discretion, and protects the Academy information of Faculty, Staff, Teachers and students, among others.
  - b. Organizes and supervises the Disciplinary Committee.
  - c. Monitors contractor compliances with contract agreements and programs frequent meetings with service providers. Timely recommends changes or termination of contracts to the Education Board when services fail to abide by contract terms.
  - d. Is responsible for TCA’s office equipment, supplies, materials, physical facilities, and coordinates repairs and pertinent maintenance in compliance with budget plans.
- D. Reports
- a. Timely and accurately prepares and submits to the Education Board an Analysis identifying physical, fiscal and human resources required to achieve goals and objectives.
  - b. Facilitates complete documentation of fiscal operations as required by the Education Board and/or Theopolis Alliance Church Governing Board.
  - c. Submits informs and maintains up to date Academy statistical data per established standards (key performance indicators).
  - d. Provides a written report and submits it on each Education Board meetings.
- E. Special Activities
- a. Plans and executes special trips and activities.
  - b. Gives direction and supports planning and providing meaningful programs and recreation to students.
  - c. Promotes student participation in AC&M kids and youth ministries and associations.
  - d. Promotes and maintains cooperation between the Academy ministry and the total ministry of the church.
  - e. Coordinates and directs youth worship experiences.
  - f. Direction of special presentations.
  - g. Assist in coordinating programs for disabled children’s activities.
  - h. Serve as a leader and/or volunteer in community projects and services.
- F. Training and development
- a. Develops an ongoing program for personal and staff study and growth.
  - b. Maintains an active membership in a Christian Educators fellowship and other related professional groups.

### **Job Requirements**

1. Has received Jesus Christ as his/her personal Savior. Believes that the Bible is God's Word and standard for faith and daily living. Is a Christian role model in attitude, speech and actions toward others.
2. Is in good standing with the Statement of Faith in agreement with the Christian and Missionary Alliance church.
3. Is in whole-hearted agreement with Theopolis Christian Academy's philosophy of education.
4. Maintains a close personal walk with the Lord evidenced by example and proven spiritual leadership among peers and with co-workers and when dealing with students, parents, faculty, staff and administration.
5. Minimum education required Master’s Degree in any Education field or related with at least 5 years of experience in a job with related responsibilities in education.
6. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
7. Meets everyday stress with emotional stability, objectivity and optimism. Very organized, capable of complying with due dates.

8. Maintains a personal appearance that is a Christian role model of cleanliness, modesty, good taste and enforces such within staff and administration in agreement with school policy.
9. Fully bilingual in English and Spanish, in written and oral communication **is a must**. Speaks with clear articulation and possesses excellent presentation skills to communicate Christian values with clarity and effectiveness to children, youth and adults.
10. Respectfully submits and is loyal to constituted authority.
11. Refuses to use or circulate confidential information inappropriately.
12. Proven Administrative skills as these relate to the educational field.
13. A self-starter with encouraging and enthusiastic attitude and the ability to develop positive relationships in working as part of a team.
14. Working Knowledge in Computer skills: Microsoft Word, PowerPoint, e-mail, social media (Facebook, twitter, etc.), Internet.
15. Position requires availability to receive staff at the beginning of the day and being present with punctuality on extracurricular activities previously coordinated by the Academy.
16. Flexibility – may be required to perform additional duties in the area of Christian Education assigned by the Pastor or the Administrative Education Board Relations Committee.

Qualified applicants should submit personal resume with a letter of intention no later than the due date indicated above to: [igleasiatheopolis@gmail.com](mailto:igleasiatheopolis@gmail.com)