

## Job Description – Middle School Assistant Administrator

Parma Heights Christian Academy is seeking an Assistant Administrator / Teacher for the 2024-25 school year.

PHCA is a vibrant K-6 Christian school with 165 students, on mission to provide each child with a biblical foundation for life that promotes Christ-like character, scholastic excellence, and faithful service to others. PHCA is excited to be expanding to middle school in the coming years, adding seventh grade in 2024-25 and eighth grade in 2025-26.

Under the direction of the Minister of Christian Schools,

- Acts as assistant administrator of the Middle School staff and teaches related curriculum.
- Directs the daily operation of the fifth through eighth grades supervising staff and coordinating activities.
- Sets the tone for a quality educational program.

### The ideal candidate:

- Collaborative (work well with a team of teachers)
- Flexible (willing to try new strategies and ideas)
- Communicative (willing to brainstorm, discuss problems, find solutions, and share innovative ideas)
- An excellent leader and role model
- Academic-minded (setting lofty standards for students, embracing rigor in teaching, and able to prepare students to excel in high school)
- A dedicated Christian (applying Biblical worldview in teaching and demonstrating Christlike attributes in their demeanor and lifestyle)

### Qualifications:

The ideal candidate will have a master's degree from an accredited college or university with a major in Education Administration along with practical classroom experience.

This is a full-time, salaried position, paid holidays, paid sick leave, and professional days, and tuition financial aid for school-age students who attend Parma Heights Christian Academy

**To apply:** Send cover letter and resume to the attention of Dave Griffey, Parma Heights Christian Academy, 8971 W Ridgewood Dr., Parma Heights, OH 44130

### Education and/or Experience Level Required:

A four-year college degree is required. Experience teaching middle school or a relevant teaching degree is required.

### Certificates, Licenses, Registrations

A valid teacher's license from the Ohio Department of Education (ODE) and/or the ability to obtain a license.