



NOW HIRING:

Middle School Administrator [with potential to assume Head Administrator position]

[Parma Heights Christian Academy](#) (K-8) has an immediate opening for an assistant administrator to oversee the 5th-8th grade middle school grades. We are seeking a candidate with sufficient leadership skills to enable him/her to potentially assume the PHCA Head Administrator position.

ABOUT PHCA

PHCA is committed to preparing students to impact the world for Jesus Christ. We are a caring school community that partners with families to provide an excellent education that trains students to think critically from a Biblical worldview.

Located a few miles outside Cleveland, Ohio, PHCA has historically been a small K-6 school but is now expanding into middle school. This year (2024-25) the middle school began with the addition of 7th grade, and next year (2025-26) it will be completed with the addition of 8th grade. Enrollment is currently strong at 190, with most grades either full or almost full. Our growth capacity is currently constrained by space, but the school board has the vision to remove that obstacle and grow our capacity in the years ahead.

ABOUT THE POSITION

The Middle School Administrator will work under the direction of the Head Administrator to oversee and lead the middle school. Key responsibilities will include supervising staff, counseling and disciplining students, communicating with parents, coordinating activities, overseeing curriculum, and maintaining a positive school culture. The Middle School Administrator will most likely also be asked to teach a class or two and may need to substitute on occasion.

The board's hope is that the new Middle School Administrator will grow to assume the Head Administrator role within the next few years. Thus, we are seeking someone with the desire and skills to undertake this important leadership role in the future.

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

START DATE: This position is open immediately, and if the Lord allows, we would love to fill this position mid-year. However, if the right candidate is not available until the start of the 2025-26 school year, we would be willing to wait and work with those limitations.

THE IDEAL CANDIDATE:

Candidates must exhibit our core values:

1. Love the Lord, apply a Biblical worldview, and treat their role as ministry
2. Exemplify the Fruit of the Spirit
3. Be continuously learning & growing
4. Serve others with humility
5. Strive for excellence

In addition, the ideal candidate will...

- Exhibit a caring heart that prioritizes relationships and fosters a spirit of cooperation in the school community
- Believe in the mission of Christian education and have a deep desire to disciple the next generation
- Be skilled at both listening and communicating
- Possess strong organizational skills and be able to manage and coordinate both people and projects
- Excel at problem-solving and finding creative solutions, and be willing to make tough decisions
- Have experience counseling and disciplining young people in a way that points them to Christ
- Be a strong leader who leads by example, seeks the Spirit's guidance, and supports and encourages the staff
- Be comfortable stepping into the classroom to substitute or teach as needed

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.

A four-year college degree is required.

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

TO APPLY:

Send cover letter and resume to the attention of Dave Griffey by email to dgriffey@phcawarriors.com or by mail to Parma Heights Christian Academy, 8971 W Ridgewood Dr., Parma Heights, OH 44130