

Location: Kimball, Michigan
Position Title: Christian School Administrator
Company Name: New Life Christian Academy
Institution: Preschool-12th grade
Role: Christian School Administrator
Job Type: Full-time
Required Travel: Minimal/Local
Salary: Starting at \$32,000

Description

New Life Christian Academy (NLCA) is seeking a faithful leader to serve in a full time ministry position as the interim School Administrator. The interim position is available for the 2025-2026 school year or until a full Administrator is found. NLCA is an independent, non-denominational PreK-12th grade Christian school that seeks to provide a Christ-centered education, challenging each student to reach high academic, personal and spiritual standards. NLCA has been providing a quality, affordable, Christ-centered education since 1992. Under the guidance of the NLCA School Board, the interim School Administrator is responsible for the daily life and operations of the school in the absence of the Administrator.

Requirements

The interim School Administrator will:

Provide instructional leadership to

- Train, lead and supervise a highly qualified faculty and staff in continuous curriculum development.
- Maintain the existing program for continuous spiritual and academic professional development of the faculty and staff.
- Assure that the school is well equipped and supplied to provide an environment that is conducive to learning.
- Ensure regulations, policies, and guidelines are followed in compliance with local and state regulations required to earn and maintain accreditation.
- Oversee grant administration.
- Oversee the day-to-day operations, while prayerfully and discreetly addressing any issues that arise within the school community
- Maintain enrollment and retention, manage finances, and provide input to the School Board on these initiatives.
- Pray for faculty, staff and students daily.
- Serve as fiduciary for the school, managing finances according to annual budget and according to non-profit status.
- Support existing public relations, fostering relationships with all evangelical churches and para-church organizations in the community.

The successful candidate will be a leader of strong faith, have a mature and growing relationship with Jesus Christ, and agree to NLCA's Statement of Faith, Mission, Vision, and Values. The candidate must possess experience in administration and display a proven ability to energize and lead as an inspiring role model. A minimum of a Bachelor's degree in Education or Ministry or related field is required. The School Administrator is a full-time, salaried ministry position. The School Administrator reports directly to the NLCA School Board and serves as an ex-officio member of the Board. As the Administrative Leader of the school, in addition to scheduled school hours, extended day hours, some evenings and weekends will be required.

Qualified applicants should complete an application and submit a resume and cover letter describing how your strengths and experience can be an asset to the Ministry of New Life Christian Academy. The employment application may be accessed at www.nlcaschool.com.