

4.1 Executive Director Job Description

Background

In the spring of 2000, the Board decided to create the position of Executive Director. The position incorporates many of the Society related activities that had been previously incorporated into the now obsolete position of Superintendent.

Policy

The Executive Director is employed by and acts on behalf of the Board of the Edmonton Society for Christian Education in managing the daily operations of the Society. This is done in accordance with all ESCE policies and regulations. The Executive Director attends Board meetings and acts as a consultant to the Board.

Working in conjunction with, and at the direction of the ESCE Board, the Executive Director will represent the Society. It is desirable that the Executive Director and the Edmonton Christian School Principals assist each other in carrying out their roles in a team environment.

General Requirements for the Position

1. Commitment to the Vision and Mission of Edmonton Christian Schools and the Edmonton Society for Christian Education and a sound biblical understanding and knowledge of the philosophy of Christian education and the Christian school system.
2. A strong, creative and spiritual leadership rooted in biblical principles.
3. Interpersonal skills of sensitivity and compassion, as well as excellent oral and written communication skills.
4. An ability to gather relevant data, analyze it and use wisely and creatively to solve problems.
5. The ability to recognize, promote and develop opportunities that ensure the long-term viability of the Society.
6. Having a sound financial background and ability.

Roles and Responsibilities

The Executive Director holds a key leadership position in the Society and is responsible for the daily operation of the Society, subject to Board approval and/or involvement, in the following areas

A. General

1. Under the authority of the Board, the Executive Director assumes responsibility for carrying out assigned policies and regulations. Serves as the Board's executive officer and advisor;
2. Interprets the needs of the Society to the Board;
3. Attends meetings of the Board as well as its standing and ad hoc committees as requested by the Board;
4. Ensures that minutes of committees reporting to the Executive Director are summarized in a timely fashion and distributed to the Board; Carry out Society staffing responsibilities in accordance with the Society's Board personnel policy;
5. Report to the Board in writing at least two working days prior to its regular Board meeting;
6. Perform any other duties as assigned by the Board; and

7. Manage the Board's policy manual.

B. Society Staff

1. Be responsible for encouraging a relationship of respect and support among the staff and volunteers of the Society;
2. Promote and encourage a climate that nourishes a strong Christian environment among the staff and volunteers of the Society;
3. Encourage and promote professional growth on the part of the Society's staff;
4. Promote harmonious working conditions; and
5. Communicate Board policy and direction to Society employees and represent the Society staff to the Board.

C. Management and Administration

1. Serve on, but not chair, various committees set by the Board at the Board's request;
2. Direct, supervise, and review the work of the employees of the Society, including the bus drivers, transportation coordinator, maintenance personnel and office staff;
3. Manage the preservation of records and documents and maintain the Society's database;
4. Be responsible for all the financial affairs of the Society including, but not limited to, purchasing, payroll, investing, banking and fund transfers, endowments, issuance of receipts, accounting and financial reporting;
5. Be responsible for the collection of program fees; and
6. Work collaboratively with the Principals and Finance Committee in setting the Society budgets for recommendation to the Board. Advise the Board as to the impact that a proposed School budget will have on the Society's interests.

D. Communications and Promotions

1. Provide an effective means of communication with Society employees and the Board, to ensure that a two-way communication exists;
2. Be responsible for regular communication with the membership of the Society through vehicles such as 'The Pathway';
3. Communicate with churches, pastors, the public sector, other Christian schools, parents and alumni in order to promote the Society, Edmonton Christian Schools and Christian education;
4. Act as an official representative of the Society as needed by the Board
5. Promote a positive school image in the community; and
6. Ensure, in conjunction with the Board, that the Society strategic plan is reviewed annually and its priorities executed.

E. Financial Development

1. Direct and manage the development of all financial projects and fundraising activities including, but not limited to, the capital campaign, golf tournament, auction, membership drive and Thrift Store;
2. Develop an ongoing relationship with current and prospective financial supporters;
3. Provide leadership and insight in long term financial planning;
4. Report to the Board at least annually on financial goals and achievements as well as monthly financial reports; and

5. Establish a marketing strategy for Edmonton Christian Schools aimed at expanding ECSs student enrolment and Society membership.

F. Facilities Management

1. Be responsible for the provision and maintenance of the school's physical plants (buildings, yards, major equipment and other assets the Society may wish to preserve title to) and the Society's office facilities;
2. Represent the Society and Board as the owner of capital projects, and appropriately directing the capital projects as directed by the Board;
3. Oversee, in cooperation with the Preschool Parent committee, the operation of any preschool within any Society owned or managed facility; and
4. Make decisions regarding any non-school and/or non-educationally-related function held in any Society owned or managed facility (including after hours functions).

G. Transportation

1. Be responsible for the provision and operation of school buses and the development and maintenance of transportation procedures and policies related to the school buses.

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Formerly: [5.1 Executive Director Job Description](#)