



**Little Kanawha Valley Christian School
6377 W Little Kanawha Hwy
Big Bend, WV 26136**

School Administrator Job Description

Job Title: School Administrator

Organization: Little Kanawha Valley Christian School (LKVCS)

Position Summary:

The School Administrator at Little Kanawha Valley Christian School provides Christ-centered leadership to ensure the spiritual, academic, and operational success of the school. This individual is responsible for cultivating an environment grounded in Biblical truth, promoting academic excellence, and guiding students in developing strong character, life skills, and a personal understanding of their role in God's plan.

Key Responsibilities:

- Provide leadership and oversight of daily school operations in alignment with the mission and values of LKVCS
- Supervise and support faculty, staff, and students, maintaining a structured, respectful, and Christ-centered environment
- Model Christ-like behavior and demonstrate a servant's heart in all interactions
- Oversee curriculum implementation, ensuring academic rigor integrated with Biblical principles
- Serve in a guidance counselor role, offering support and direction to students in academic, personal, and spiritual growth
- Maintain consistent and effective communication with parents, fostering strong school-family relationships
- Plan, coordinate, and oversee special events that engage families and the surrounding community
- Develop and support enrichment programs that enhance student learning and life skills
- Promote student development in academics, social skills, and Christian character
- Ensure compliance with applicable state and local education requirements

Administrative & Operational Duties:

- Maintain accurate, organized, and confidential student records
- Manage school correspondence, including communication with parents, staff, local school boards, and external organizations
- Coordinate with local school boards regarding requirements, policies, and reporting
- Oversee and track graduation requirements to ensure all students meet completion criteria
- Communicate with colleges and post-secondary institutions on behalf of graduating students
- Manage accounts payable, including bill payments and basic financial recordkeeping
- Create and oversee school advertisements and outreach through social media and newspapers
- Work closely with the LKVCS Parent Advisory Committee (PAC)
- Attend monthly board meetings and report to the board of directors
- Work as liaison with Brooksville Missionary Baptist Church
- Support teachers in their absence as a substitute if one is not available
- Support enrollment efforts and maintain communication with prospective families

Qualifications & Requirements:

- Experience in teaching and/or leadership
- Bachelor's degree is preferred but not required
- A clear testimony of Christian faith and a demonstrated heart for serving the Lord's children
- Active membership in a church that aligns with the doctrinal principles of LKVCS
- Agreement with the school's statement of faith and mission
- Strong leadership, organizational, and communication skills
- Ability to manage multiple responsibilities with professionalism and confidentiality

Work Schedule:

- Monday through Friday, 7:20 AM – 4:00 PM, with additional time as needed for school events and responsibilities

Work Environment:

This position functions within a Christ-centered educational setting that emphasizes spiritual growth, academic excellence, life skills, and intentional structure. The Administrator is expected to be actively engaged in all areas of school life, serving as a leader, mentor, and example to students, staff, and families.