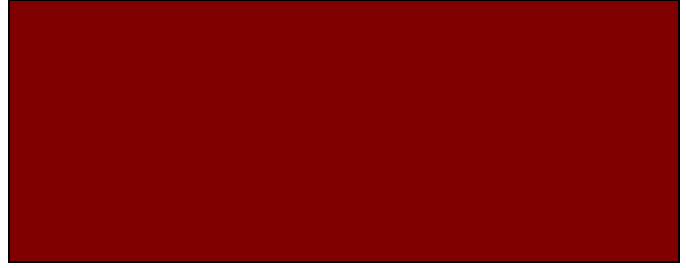


Bible Baptist School
201 West Main Street
Shiremanstown, PA 17011



Administrator Profile





Desired Qualifications for the Next Bible Baptist School Administrator

The Administrator is the chief operating officer of the school and educational leader of the school and reports directly to the Board of Trustees.

Administrator's Profile

1. A mature and enthusiastic Christian prepared to be the spiritual leader of the faculty and staff and students.
2. Successful experience as a teacher and administrator, preferably in a Christian school.
3. A clear Christian testimony.
4. A person deeply committed to prayer, Bible study and Christian disciplines.
5. A commitment to the school's mission, core values, and faith statement.
6. A deep understanding of Christian education.
7. Graduate study, in education or a related field, and preferably at least a Master's degree.
8. The demonstrated ability to work successfully with students and parents.
9. Knowledge of and competence in educational technology.
10. The demonstrated ability to inspire and lead others.
11. Strong communication skills.
12. Experience in evaluating and supervising personnel.
13. The ability to oversee the financial areas of the school.
14. Experienced in fundraising and development.
15. A person of vision.
16. The skills to successfully work with others.
17. The ability to lead the administrative team and work with the Board in advancing the school.
18. Willing to submit to the authority of the School Board and church Elders.
19. A willingness to join Bible Baptist Church.

Administrator's Job Description

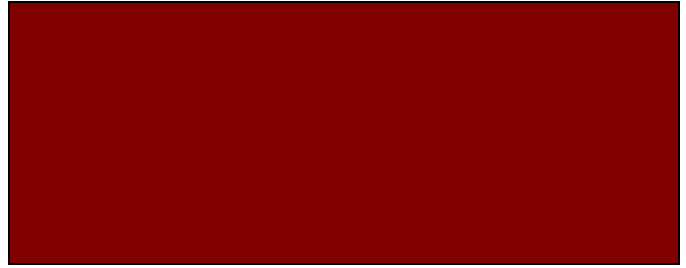
Financial

1. Present the annual budget to the Board and Elder Council for their approval.
2. Present the annual tuition and fees schedule, the annual benefits package, and the salary schedule to the Board for their approval.
3. Oversee the tuition aid program and the collection of tuition payments.
4. Ensure the fiscal integrity of the school to include the timely payments of all bills and payroll disbursements.
5. Approve and oversee all fund raising efforts of the school.
6. Oversee the purchases of all textbooks and supplies.
7. Ensure that an annual audit or financial review is performed.
8. Confer regularly with treasurer of the Board.

Board

1. Support with integrity all Board, handbook and school policies.
2. Attend all Board meetings and submit to the Board at those meetings the enrollment, financial and any other reports the Board deems necessary.
3. Prepare for Board approval all revisions to the student handbooks and staff policy handbook.
4. Inform the Board about any significant matter, to include but not limited to crisis, opportunity, or celebration. Deal openly and honestly with them at all times.
5. Direct the school in accordance with Board policies.
6. Submit to the authority of the Board and develop a collegial relationship with them.





Supervision

1. With input from the administrators, make decisions about hiring and dismissing all teachers and staff.
2. With Board approval, appoint and assign administrative duties to all building principals.
3. With faculty and administration input, approve all curriculum revisions and textbook adoptions.
4. With faculty and/or administration input make the final decision on the acceptance or rejection of prospective students and the dismissal of current students.
5. Lead the administrative team and assist them in their professional development and in the carrying out of their duties.
6. Oversee student recruitment to include open houses, parent and student visits, and the overall promotion of the school.
7. Play the lead role in the future development of the school.
8. Help establish an atmosphere that advances the spiritual formation of the administrators, faculty, staff, and students.
9. Oversee the Parent Teacher Fellowship.
10. Insure that the school is in compliance with all requirements for accreditation and teacher certification.
11. With the division level principals, promote the professional development of the teachers.
12. With the administration staff, oversee the support staff.
13. Oversee the formation of the secondary master and elementary specials schedules and the overall annual calendar.
14. Be responsible for the admissions process for domestic and foreign students to include the maintenance of the Sevis web site.
15. Perform all other duties necessary to insure that the mission of the school is carried out.

Spiritual and Personal

1. Be an active member of Bible Baptist Church.
2. Be regular in Bible study and prayer.
3. Deal with parents, students, staff, and the public in a Christ-like way.
4. Be above reproach in all areas of conduct.
5. Put the interest and welfare of the school and others first.
6. Commit to professional growth and life long learning.
7. Support the administrators, faculty, and staff.
8. Demonstrate support for the vision and mission of the school.
9. Be a strong leader with deep humility.
10. Show respect for others regardless of position.
11. Be flexible and open to the ideas of others.
12. Be consistent and predictable.

Core Values and Mission Statement

Mission Statement

Assisting families in nurturing their children for Christ by preparing them academically and spiritually for a life of service.

Core Values

- Rooted in the Word of God. The Bible is the foundation of the school, its policies, and practices.
- Centered on the preeminence of Christ. The school exists to advance the cause of Christ and His Kingdom. Students will be challenged to surrender their hearts and lives to Jesus Christ by faculty and staff who are in a dynamic relationship with Him.
- Partnering with parents and the local church. Christian education is a partnership with the school, family, and the local church. The school supports and assists parents in their God given role to nurture and train their children for the Lord.
- Teaching from a Christian world view. Instruction will be Biblically based and teachers will effectively integrate truth found in God's Word into lesson planning. Students will be challenged to think and act Biblically.



Statement of Faith

The Scriptures

We believe the Holy Scriptures, the sixty-six books of the Old and New Testaments, in their entirety, to be complete, final, and the only revealed Word of God to His church, and accept them as verbally inspired of God, inerrant in their original language so as to be the supreme authority in all matters of faith and practice.

God

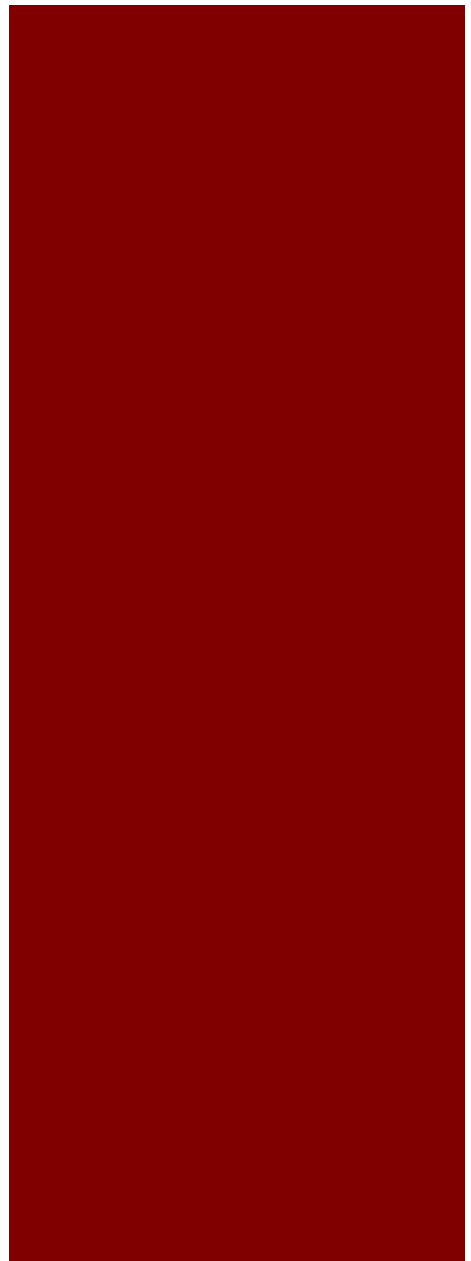
We believe in the triune God. The Scriptures reveal one and only one living and true God, infinite and intelligent Spirit, the Maker and Supreme Ruler of heaven and earth, eternally existing in three persons: FATHER, SON, AND HOLY SPIRIT, but one in substance, essence and power, though executing distinct but harmonious offices in the great work of redemption.

The Fall

We believe that God originally created man in His own image, and free from sin, but through the temptation of Satan, he transgressed the command of God and fell from his original holiness and righteousness; whereby his posterity inherit a nature corrupt and wholly opposed to God and His law, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

Jesus Christ

We believe in Jesus Christ, God's only begotten Son, our sole Mediator; we further believe in His pre-existence, His Incarnation, His virgin birth, His sinless life, His substitutionary atonement, His bodily resurrection from the grave, His ascension, His present intercessory work before the throne of the Father, and His personal, visible, imminent, pre-millennial return from heaven.



The Holy Spirit

We believe that the Holy Spirit is a divine personality, and not a mere emanation, influence, or force; equal with the Father and the Son, and of the same essence and nature; that He is almighty, merciful and just; that He is holy, righteous, and true; that He is eternally existent, glorious in nature, possessing the attributes of omnipotence, omniscience, and omnipresence; that He was active in creation; that He restrains the world, the flesh, and the devil; that He witnesses to the truth, converts the lost, extols the harmony with His divine office, comforts, teaches, testifies, preaches, guides, regenerates, empowers, sanctifies, and anoints, thus exercising the quickening role in the work of saving the lost, and the supervising role in the life of the saved.

Salvation

We believe in salvation by grace through faith in Jesus Christ, apart from human merit, works, or ceremonies. We further believe in the preservation of the saints.

The Church

We believe a local New Testament church to be an assembly of disciples immersed upon profession of faith in the Lord Jesus Christ, united in the belief of what He has said, and covenanting to do what He has commanded. We further believe that the local church under the Holy Spirit is autonomous and congregational in operation, being free from interference by an ecclesiastical or civil authority.

Believer's Baptism

We believe that believer's baptism is an ordinance of the Lord Jesus Christ given to the church and obligatory upon every believer, wherein he is immersed in water in the name of the Father, and the Son, and the Holy Spirit, as a sign of his fellowship with the death, burial, and resurrection of Christ, of remission of sins, and of his giving of himself up to God, to live and walk in newness of life. It is a pre-requisite to church membership.

The Lord's Supper

We believe that the Lord's Supper is an ordinance of the Lord Jesus Christ given to the church to be observed until He comes.





Application Process and Timeline

- Complete the application and mail it to the address on the form.
- Preferred candidates will be contacted for a preliminary interview.
- Final candidates will be interviewed by the Board.

Fast Facts

1. School Founded: 1973
2. Enrollment: 365
3. Grades: Pre-kindergarten to twelfth
4. Student Population: Students from over 15 school districts and 80 churches represented at BBS
5. Accreditation: Association of Christian Schools International, Middle States Association of Colleges and Schools, Commission on International and Trans-Regional Accreditation, National Institute for Learning Development
6. Affiliations: Commonwealth Christian Athletic Association, Pennsylvania Interscholastic Athletic Association, Middle Atlantic Christian School Association, National Honor Society
7. Divisions: Elementary (Pre-K - 6), Middle School (7 and 8), High School (9 - 12)
8. AP Courses: Biology, Calculus, English Literature, English Language, European History, Psychology, U.S. History
9. Sports: Boys – Soccer, Cross Country, Basketball, Baseball, Golf, Track and Field
Girls – Volleyball, Cross Country, Basketball, Soccer, Track and Field
10. Fine Arts: Band, Choir, Drama
11. Financial Aid: Need based financial aid available to qualifying families
12. School Day: 8:12 a.m. to 2:54 p.m.
13. Transportation: Eleven surrounding school districts provide free bus transportation to and from BBS
14. School Colors: Maroon and White
15. School Mascot: Bobcat