

HERITAGE ACADEMY  
**Director of Community Life**  
Job Description

**School Description:** Heritage Academy of Columbia is an independent Christian K-12 school in Columbia, Missouri, founded in 2002 and is a member of the National Association of University-Model® schools. University-Model® schooling facilitates students' access to excellent education, increased time with family, and opportunities for growth toward maturity while providing a cost-effective, college-preparatory education. Heritage has full accreditation status with COGNIA through the North Central Association Commission on Accreditation and School Improvement. The school provides enrichment, primary, elementary, and secondary education, as well as co-curricular programs, to about one hundred students. Heritage fosters a learning environment which emphasizes the centrality of Christ in all things, values each child as God's image-bearer, and cultivates Biblically based family relationships.

**Position Title:** Director of Community Life

**Position Type:** part-time, hourly; a part-time position involving 24-30 hours per week during the school year (35 weeks), and 8 hours per week in the summer; a professional staff position on the administrative team pertaining to all aspects of student life and family relationships in the University-Model setting.

**Summary:** To bear primary responsibility for the spiritual and relational atmosphere of Heritage Academy, providing vision and leadership for student activities and character and leadership growth opportunities, while facilitating relational accountability and offering support for students, faculty, and families.

**General Qualifications:**

- Living faith in Jesus Christ, consistent with Heritage Academy's Statement of Faith
- Commitment to the Core Values of Heritage Academy
- A teachable spirit and ability to multi-task
- Demonstrated ministry experience and commitment to the Biblical family
- Strong organizational, relational, communication, and decision-making skills coupled with attention to detail
- Ability to work independently within given parameters, without direct supervision
- Ability to represent both the school and the school's Leadership Teams with discernment and tact to both internal and external constituencies via phone, electronic, written, and face-to-face communication
- Ability to assess the importance and urgency of situations and act accordingly
- Effective computer skills – e.g. Microsoft Word, Excel, Power Point, Publisher, and Outlook
- Flexibility to attend select athletic events and periodic evening activities
- Bachelor's degree preferably in Education or a related field
- Leadership experience in a K-12 setting preferred

**Reports To:** Head of School (HOS)

**General Responsibilities:**

1. Campus Management/Supervision: organize and manage patterns of accountability that ensure student safety, campus security, a positive, relational environment, and a focused educational atmosphere.
2. Character Formation / Spiritual integration: **encourage** character-focused growth; facilitate and maintain a dynamic variety of opportunities for spiritual reinforcement and servant-leadership

development among students at all grade levels; **provide guidance** for students and parents related to all aspects of Heritage Academy's Honor Code (including Conduct and Dress Code); raise faculty awareness of spiritual formation opportunities.

3. School/Parent Partnerships: facilitate creative communication and teamwork between faculty and families; raise parent awareness of and involvement with campus activities.
4. Events/Activities: coordinate, oversee, and refine a weekly routine and yearly calendar of student programs and activities based on underlying core values; organize (with administrative team and parents) school-wide events.
5. Administrative Support: provide support for Head of School in administrative/operational tasks, constituent relations, and school advancement as requested by the Head of School.

### **Specific Responsibilities:**

1. Community Life Period --

#### Chapel (Monday) --

- a. recruit and coordinate with guest speakers,
- b. oversee student worship team, drama team, and media team,
- c. recruit and guide students (especially junior and senior class) to lead chapel in areas of prayer, Bible reading, Character WOW, and special music,
- d. oversee student ministry mentor program.

#### Classes (Wednesday) – Schedule for clubs and classes to be determined each semester

- a. recruit and guide adult volunteers to lead clubs, organize Club Fair, fill any club needs,
- b. recruit and guide Class Advisors (faculty members) and Class Sponsors (parents),
- c. organize student elections and student council, meet with and guide class officers, guide classes to complete tasks (organizing a service activity, a social activity, and a lunch fundraiser each semester, designing a class t-shirt, building a class basket for Trivia Night, participating in winter and spring showcase, etc.),
- d. see that leaders receive a stipend at end of semester.

#### House System / Clubs (Friday) --

- a. recruit and guide House Advisors (faculty members) and House Sponsors (parents,)
- b. organize four Houses – Courage, Friendship, Grace, and Truth to encourage community, friendship and mentor relationships within our student body.
- c. Develop a semester calendar of events for Friday activities within the house system.
- d. Utilize the House system to encourage students to participate in school wide activities, attend athletic events, achieve high grades, or serve at school, at church, or in the community.
- e. Keep track of House “points” in an excel document.

2. Event Planning (Coordinate the following events)

- a. Summer's Last Stand (event for secondary students)
- b. School orientation (with Administrative Team)
- c. Family Picnic in the fall
- d. Harvest Weekend (alumni coffee, tailgate, square dance)
- e. Winter Showcase / Spring Showcase
- f. Junior Retreat
- g. Senior Blessings
- h. Senior Showcase

- i. Pep Rallies
- j. Faculty Party

3. Coordinate culture, decorum, and spirit wear

Culture --

- a. HOUSE SYSTEM – develop and keep track of students in each HOUSE.
- b. Honor Code
- c. Servant-Leadership
- d. Keep record of daily attendance
- e. Select Lunch monitors
- f. Teacher Appreciation meals (with APP)
- g. Student relationships / Parent relationships
- h. Student Discipline (with HOS)

Facility decorum --

- a. Association for the Beautification of the Halls of Our Glorious School
- b. Hallway announcement board
- c. Hallway week’s happenings

Communication --

- a. The Shield
- b. LifeTouch (school portraits)
- c. Josten’s (graduation announcements)
- d. Yearbook

4. Implement and track student progress in the HOUSE SYSTEM

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Shared Responsibilities

- 1. Open Houses (HOS / AA / DCL / EC)
- 2. Senior Parent Meeting for commencement (HOS / AA / DCL)
- 3. Commencement (HOS / AA / DCL)
- 4. Commencement Reception (HOS / AA / DCL)
- 5. Seminars: Navigating High School, College Planning, Parent Seminar (HOS/AA/DCL)

I have read the above job description and agree to the scope of the position.

Signature \_\_\_\_\_

Date \_\_\_\_\_