

Mountainview Christian School Head of School Job Description

Assignment Title: Head of School

Term: 5 years or more

FTE: 1

Location: Salatiga, Central Java, Indonesia

Date Required: 2023

All Mountainview staff are expected to be committed Christians who affirm the Mountainview Christian School (MCS) statement of faith.

Synopsis: The Head of School of MCS leads teams of teachers and support staff to educate primarily the children of Christian service families in an English-speaking environment, aiming to develop academic competence, maturity, and cultural sensitivity in a Christ-centered environment at an affordable cost. The Head of School, as the Chief Executive Officer of MCS, reports to the School Board and is accountable to implement the mission of the school as defined in the Board policies. The Head of School is the “face” of MCS, representing the school to the Indonesian government, to the local Indonesian community, to the school staff, to students, and to their families.

The mission of MCS is to partner with parents, sending agencies, the Christian community and the Church to train up and educate children in a Christ-centered environment at a reasonable cost.

The vision of MCS is to pursue academic excellence in a place of grace, so that lives will be transformed by Christ to impact the world.

To apply, send CV and application as found at www.mtview.id

Qualifications:

- MA or higher in the field of education, required
- experience and training as school administrator in an American curriculum context
- international and cross-cultural Christian service experience
- native speaker of English
- achievement of Indonesian language competency within two years of employment
- sponsored by a recognized sending agency
- under the age of 55 years (This is not a MCS requirement, but an Indonesian immigration criteria for a work visa.)

Qualities:

- Demonstrates Christian character
- Demonstrated success with curriculum, personnel management, and leadership

- Demonstrates interpersonal skills and a willingness to deal directly and openly with teachers, support staff, administrators, members of the board of education, students, parents, government officials and the Indonesian community.
- Serves as a role model and spiritual mentor in the school community
- Commitment to grow professionally and spiritually through collaboration with other schools, reading, attendance at conferences and workshops, and participation in appropriate educational and community organizations.

Assignment Description:

Since 1981, Mountainview Christian School (MCS) has been supporting Christian sending agencies by serving students from Christian service worker families. MCS also serves students from business families and students learning English as a second language as possible according to school board policies.

The school is accredited by the Association of Christian Schools International (ACSI) and Western Association of Schools and Colleges (WASC). The language of instruction is English and the curriculum is based on American academic state standards and meets the accreditation standards set out by ACSI and WASC. Opportunities exist for staff to maintain teaching credentials while in service.

The Head of School supervises expatriate and national teaching and support staff in a school of approximately 220 students in grades K-12. The current staff numbers 35 teachers and 65 Indonesian support staff. The Head of School directly supervises the Elementary Principal, Secondary Principal, Director of Administration, Management Advisor, Dormitory Administrator, and Facilities Director.

Like all positions at MCS, the Head of School position is a Christian service assignment. The Head of School will be expected to be at least partially supported by a recognized sending agency and to be seconded to MCS. The Head of School is expected to make a commitment of at least five years, including furloughs in accordance with his/her sending agency's policies.

Duties:

- Personnel Management (Recruitment, Orientation, Member Care...)
- Head of School / Board Linkage
- Supervision and Evaluation (administrators, teachers, dorms, support staff)
- Leadership and Organizational Management (Communications, Admissions, Supporting other Administrators, Policy and Procedure Development, Accreditation Process...)
- School / Government Relations and Legal Documentation
- School / Community Relations
- Staff Development (assisted by administrators)
- Curriculum Development and Teaching (assisted by administrators)
- School Improvement (assisted by school committees)
- School Finance and Budgeting (in cooperation with Management Advisor)
- School Facility Management and Teacher Housing (most delegated to Facilities Manager)

Location Description:

Salatiga is located in Central Java. It is about a one hour drive to Semarang, Central Java's capital and chief port. One and a half hours to the south of Salatiga is Solo (Surakarta). Jogjakarta is two hours away. All three cities have airports.

Salatiga is situated at the base of Mt. Merbabu. Because of its elevation, the climate is temperate. Temperatures are rarely oppressively hot during the day and are cooler at night. It is occasionally windy, and through the wet season from October through April the rain falls regularly and heavily.

The population of Salatiga is approximately 200,000 with about 90% of its residents being ethnic Javanese. There is a small Chinese minority and a few people from other ethnic groups. Salatiga is widely perceived to be a very safe place with harmonious relationships between people of different faiths.

MCS will provide simple but adequate housing for the Head of School. Medical facilities are available in Salatiga for limited care. For more complex needs one may go to larger cities or to Singapore for more advanced care.

Salatiga's economy is based on agriculture. The city lies in a fertile region and is a market center for rice, fruit, vegetables, cattle, peanuts, rubber, tobacco, coffee, and cocoa. Its markets and shops supply some processed foods and other manufactured goods for the surrounding rural area.