



## **Job Description for Superintendent of Schools Central Christian Academy**

### **Description**

Central Christian Academy seeks a Christ-centered Superintendent to serve as the educational and spiritual leader of the school for the 2026-27 school year. The Superintendent embodies and articulates the mission of the Central Christian Academy for all aspects of the school's program. The Superintendent provides vision, leadership, and oversight to advance the spiritual formation, academic excellence, and organizational health of the school. The Superintendent is the spokesperson for the school with all its internal and external constituencies and works to build a team of faculty and staff dedicated to creating devoted hearts, renewed minds, and courageous souls for Jesus Christ in the lives of our students. Reporting directly to the school board, this position is a full-time, salaried position with benefits. Salary is commensurate with education and leadership experience.

### **Community and School Profile**

Central Christian Church has been serving families in Wichita, Kansas, since 1907, and through its educational ministries, it continues to nurture children and students of all ages.

**Joyful Noise Academy (JNA)**, established in 1981, is a licensed childcare center serving 100 children from 16 months through pre-kindergarten. As a ministry of Central Christian Church, Joyful Noise partners with parents to nurture and educate young children, supporting their growth through Christ-centered, biblically based care.

**Central Christian Academy (CCA)**, founded in 1982, is the longest-established Christian school in Wichita, serving 662 students from Preschool through 12th grade. Originally a K-3 school, CCA has grown into a fully accredited academy across all grade levels. The academy's dedicated faculty includes 61 members, 25 of whom hold a master's degree or higher. Through CCA, students are equipped academically and spiritually.

Over the past six years, student enrollment CCA has increased 48% from 363 students to 545 students K-12. The enrollment of the preschool has remained stable at around 117 students. The high school, started in 2018, has grown from 17 students to its current enrollment of 130.

The Wichita community has a 2026 population of 400,991 which ranks as the 52<sup>nd</sup> largest city in the United States. Central Christian Academy closely reflects the diversity of the city of Wichita. Wichita residents are 74% Caucasian and 26% minority while CCA students are 77% Caucasian and 23% minority. Wichita boasts affordable housing, robust dining options, sports and entertainment venues, and a very strong commitment to Christ-centered education.

### **Spiritual Requirements**

Central Christian Academy (CCA) seeks a Superintendent who is a committed believer in Jesus Christ and who demonstrates a clear, personal testimony of faith in living and serving Him. The Superintendent must provide evidence of active church attendance and current membership in a church whose statement of faith is consistent with that of Central Christian Church. The Superintendent must be eligible to begin the eldership process in accordance with Biblical standards of Central Christian Church and also uphold CCA's mission, core values, purpose statement, statement of faith, and employee lifestyle statement. These are considered essential spiritual requirements of the position.

CCA is committed to resolving both professional and personal conflict in a biblical manner. The Superintendent is expected to model a posture of humble leadership, demonstrating a spirit of grace, regularly seeking and extending forgiveness, and guiding the school community with Christ-centered approach.

## **Responsibilities**

The Superintendent guards and guides the school culture in several key areas:

### Mission and Purpose:

- The mission of Central Christian Academy is to partner with the Christian home and local church to educate and equip students to reach their full spiritual, academic, and physical potential in Jesus Christ. The purpose of CCA is to build devoted hearts, renewed minds, and courageous souls into the lives of the students.
- The Superintendent will work to ensure the fulfillment of the mission and purpose of CCA through oversight of admissions, classroom instruction, student discipline, and spiritual life.

### Spiritual Life:

- Maintain a “discipleship and spiritual emphasis first” approach to the overall programming of the schools
- Serves as a consistent and accurate biblical voice for the Academy ensuring the establishment and implementation of a Biblical worldview for students and faculty
- Ensures excellent biblical integration in instruction at all levels of education
- Ensures that the Bible is taught accurately at all levels of education
- Promotes the healthy spiritual life of the school in word and action
- Supports spiritual growth and well-being among employees
- Serve as chapel speaker for elementary, secondary, and all-school chapels as needed

### Personnel Management:

- Ensures that faculty and staff are hired who are excellent personally and professionally
- Oversees the hiring, performance evaluation, and separation of employees in partnership with Human Resources
- Oversees the development, governance, and administration of employment contracts, salary structures, hourly compensation practices, and employee benefits, working in partnership with Human Resources
- Supervises and evaluates direct reports such as the Elementary Principal, Secondary Principal, Academic Dean, Director of Development, Food Service Director, Preschool Director, JNA Director, and Business Office personnel

### Admissions:

- Oversees or conducts new family interviews as needed and assists with admission decisions
- Supports marketing, external outreach, website development and information dissemination

### Budget & Finance:

- Creates the annual budget (which includes setting tuition rates) and secures approval from the school board
- Provides leadership for all major capital purchases through collaboration with the CCC Administrative Director
- Works with other leaders to establish a working strategic plan

- Responsible for guiding the Academy with regard to legal and compliance issues

#### Development & Fundraising:

- Involved with raising funds for tuition assistance, capital projects, and capital campaigns through events, personal solicitation, and mass communications
- Provides leadership in development efforts by identifying, cultivating, thanking, and communicating with current and prospective donors
- Engages with donors to share the purpose, vision, and mission of CCA

#### Accreditation:

- Oversees CCA's school accreditation through the Association of Christian Schools International (ACSI)
- Directs the creation and submission of the accreditation self-study and annual reports to ACSI

#### Advocacy:

- Attends appropriate school events as a representative of CCA
- Collaborates with other Christian school leaders, legislators, and elected officials to promote legal decisions that benefit Christian schooling and school choice
- Consistently engages with community leaders and partners and serve as a passionate, visible and vocal ambassador for Central Christian Academy within the community
- Represents CCA and its interests at the local and state level
- Effectively connect and communicate with ACSI leaders at a local, regional, and national level

#### Governance:

CCA is a ministry of Central Christian Church. The Academy is governed by a School Board made up of elders of CCC. The School Board has empowered a School Committee as an advisory committee to support the Superintendent in overseeing many of the operational aspects of the school.

- The Superintendent is responsible for appointing School Committee members to the School Board for approval.
- The Superintendent oversees the review and update of policies, procedures, and handbooks
- The Superintendent reports to and meets monthly with the School Committee
- The Superintendent attends School Board meetings upon request.

#### Security & Safety:

- Serves as the lead building administrator for emergency and security matters, working closely with the Security Director
- Supports the lead pastor as the primary media contact

#### **Education and Licensure**

- Master's degree in education, administration, or curriculum required
- Building or District-level certification through the Association of Christian School International (ACSI) or licensure from the Kansas State Department of Education (KSDE) or another state department is preferred

#### **Physical Requirements**

The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry for a full day of school. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

## Acknowledgement

I acknowledge that I have read the job description and requirements for the Superintendent position, and I certify that I can perform these functions.

Employee/Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.*

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