



A Christ-Centered K-8th Education  
**INSPIRE. ACHIEVE. THRIVE.**

**Title:** Director of Spiritual & Student Life  
**Reports To:** Colorado Christian Academy Board of Directors  
**Leads:** Students & Families, Dean of Bible  
**Team:** Director of Finance & Operations, Director of Academics  
**Category:** Full Time  
**Status:** Non-Exempt

Job Purpose:

The Director of Spiritual & Student Life at Colorado Christian Academy desires to be an agent of transformation who builds foundations in students and changes the trajectory of their life in partnership with parents and families. They believe that God has saved them and uniquely gifted them with the art of instruction while reflecting and revealing Christ to the students. The Director of Spiritual & Student Life will assess the effectiveness of the spiritual growth and atmosphere, and student and parent experience. They will advance the school by tracking student learning in order to refine instruction, foster donor relationships and assist in fundraising. This person will meet the various educational and spiritual needs of the school.

General Duties, Leadership, and Strategy:

1. Develop and maintain strong relationships with all school stakeholders (students, faculty/staff, parents, board members) by ensuring open lines of communications at all times and addressing issues and concerns in a timely and constructive manner.
2. Facilitate alongside the CCA Board of Directors with the strategic direction of CCA.
3. Embody the mission, vision, and philosophy of Colorado Christian Academy.
4. Participate in regularly scheduled faculty/staff meetings.
5. Participate in yearly professional development opportunities.
6. Participate in projects in accordance with the school development/strategic plan.
7. Execute & administer policies as set forth by the CCA Board of Directors.
8. Exhibiting professionalism and hospitality in all interactions.
9. Hold confidentiality regarding sensitive information related to students, parents, and school data.
10. Approve marketing campaigns and material.
11. Engage in yearly growth and renewal plan.
12. Develop and maintain curricula that provides distinct Christian education in conjunction with the Director of Academics.

Ministry Leader:

1. Claim Jesus as Savior and live with a Kingdom mindset.
2. Prioritize Bible study, prayer, and reflection.
3. Agree with the Colorado Christian Academy Statement of Faith.
4. Demonstrate spiritual humility and leadership that furthers the school's Christian cultural aspirations.
5. Lead from a place of strong identity; viewing work as a platform of worship not as a place to build ego and identity.
6. Seek wisdom from the Holy Spirit to bring guidance in all situations and decisions.
7. Be a role model in attitude, speech and actions.

#### Cultural Leader:

1. Provide high expectations and high support for students through clear communication and follow-through of cultural expectations and spiritual atmosphere.
2. Execute the school discipline program.
3. Exhibit a heart that is for the success of every person connected to the school, and its broader community.
4. In all interactions, speak honorably to address conflict in a Biblically restorative manner.

#### Education, Experience, and Preferred Competencies:

1. Bachelor's Degree or Master's, preferred (or working toward)
2. Colorado Teaching Credential or demonstrated plan and timeline of credential completion, preferred.
3. Excellent verbal and written communication skills.
4. Knowledge of software support and cutting-edge educational philosophy.
5. Ability to manage multiple projects simultaneously.
6. Possess creative instructional practices and be highly skilled at coaching students forward in their strengths and weaknesses.
7. Ability to work collaboratively with a variety of people.
8. Be committed to the Colorado Christian Academy mission and excited to lead and help shape this community.
9. Possess a growth mindset and strive for more than the status quo.

#### Relationships:

1. Reports to the Colorado Christian Academy Board of Directors.
2. Foster relationships with parents, students, donors, key stakeholders, and relative constituents of CCA.
3. Partners and communicates effectively with parents as a liaison to educators.
4. Instructs, mentors, and coaches students in the school.
5. Works directly with the Dean of Bible.
6. Works on a team with the Director of Finance & Operations & the Director of Academics.

#### Additional Responsibilities & Duties:

1. Lead weekly chapel service for students and families.
2. Provide discipleship for students and staff.
3. Lead all school worship.
4. Assist in creating community outreach opportunities.
5. Assist in periodic professional development for teachers.
6. Spiritual spokesperson at events and retreats.
7. Be prepared to communicate CCA's religious beliefs to students and others who inquire.