

GREAT LAKES CHRISTIAN HIGH SCHOOL IS SEEKING A **CHIEF ADMINISTRATIVE OFFICER**

Great Lakes Christian High School is a well-established Christian high school dedicated to providing a faith-based education that nurtures academic excellence, spiritual growth, and character development. We are seeking a dynamic, experienced, and visionary Chief Administrative Officer (CAO) to lead our administrative team and support our mission of equipping learners to seek, serve, and become like Christ.

Position Overview: The CAO is a key leadership position responsible for overseeing the school's administrative functions, ensuring operational efficiency, and helping shape the future direction of the school while fostering a positive and inclusive school culture. The successful candidate will be a person of strong Christian faith, a strategic thinker, and an excellent administrator.

Key Responsibilities:

- Lead and manage the administrative team, fostering a collaborative and results-driven environment.
- Provide leadership in the development and execution of the school's strategic plan.
- Oversee budgeting, financial planning, and resource allocation to ensure financial stability and growth.
- Collaborate with the board of directors, administrators, and staff to achieve organizational goals.
- Build and maintain strong relationships with the community, parents, churches, and stakeholders.
- Oversee fundraising and development efforts to support the school's mission.
- Foster a positive, inclusive, and values-driven school culture.

Qualifications:

- Wholehearted belief in and commitment to the mission, vision, and values of GLCHS.
- Active membership in a Church of Christ, demonstrating a strong Christian faith.
- Bachelor's degree in business administration, public relations, charity management, or a related field; Graduate degree preferred.
- Proven leadership experience in an educational or non-profit setting, with at least five years in a senior administrative role.
- A deep commitment to Christian values and a strong understanding of and passion for Christian education.
- Visionary leadership with the ability to inspire and motivate others.
- Excellent interpersonal and communication skills.

Benefits: Compensation will be commensurate with experience. Great Lakes Christian High School offers vacation, health, and retirement benefits.

Application Instructions: Interested candidates are invited to submit a cover letter, resume, and a statement of their Christian faith to board@glchs.ca. Please include "CAO Application - [Your Name]" in the subject line. Applications will be accepted until January 8, 2024, and the position will remain open until filled.

For more information about our school, please visit www.glchs.ca.

