



## Central Office Manager

### General Description

#### Position

Nampa Christian schools is seeking a Central Office Manager.

#### Reporting Structure

This position will report to the Superintendent.

#### Position Type

This is a salaried (exempt) position.

#### Compensation

Commensurate with experience.

### Required Spiritual Qualities

It is expected that the Central Office Manager will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### Required Professional Qualities

It is expected that the Central Office Manager will ...

- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Be knowledgeable in employee record keeping, hiring/firing procedures, and marketing.
- Possess evidence of other adequate preparation, background, or experience as determined by the Superintendent.



### Required Personal Qualities

It is expected that the Central Office Manager will ...

- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

### Non-Discrimination Clause

Employment at Nampa Christian Schools is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. Nampa Christian Schools is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Nampa Christian Schools' mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.