



Southern California Conference  
of Seventh-day Adventists

## **JOB DESCRIPTION**

**POSITION TITLE:** Vice President for Education

**DATE:** May 21, 2024

**DEPARTMENT:** Office of Education

**REPORTS TO:** Executive Committee

**CLASSIFICATION:** Full-Time, Exempt (SOC11-9032 AF10)

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### **POSITION SUMMARY**

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team. Engage in the mission of the Administrative Committee to identify, resource, coach, support, protect and hold accountable creative leaders who comprise our network.

Understand and know the Seventh-day Adventist church structure and governance, from the local school constituency to the various layers of governance in the denomination.

Develop, implement, and maintain a vision for the mission of Adventist Education in SCC and communicates that vision regularly through a variety of creative means to education employees and the education community in SCC.

Provide strong strategic leadership overseeing the effective and creative operations of the Office of Education and the Conference education system.

### **ESSENTIAL FUNCTIONS**

Serve as the educational leader of the Southern California Conference.

Ensure that the policies and regulations provided by the PUC Education Code and the SCC Education Handbook are appropriately followed.

Oversee plans for dealing with emergencies to safeguard students, staff, and school property.

Keep informed of modern educational thought and trends in education by attending educational workshops and conferences, visiting other school systems, and personal reading and study.

## **DUTIES:**

### **1. Expected Attendance/Participation:**

- a. Meetings called by conference officers
- b. Meetings called by denominational entities pertinent to this position

### **2. Curriculum Implementation**

- a. Keep abreast of the latest research in educational pedagogy.
- b. Challenge educators to embrace advances in education methodology, technology, and strategies, helping them implement what is deemed best practices in education.
- c. Along with the Associate Superintendents, coordinate and implement education approaches and/or adopt materials and strategies supported by the Union and the North American Division.
- d. Encourage innovations among teachers and administrators that may prove better in meeting the educational needs of students.
- e. Conduct and/or assist in conducting seminars and webinars that promote solid Adventist education.

### **3. Finance:**

- a. **Oversee the financial health of all components of the education department of the SCC**
- b. **Provide guidance for responsible school financial health**
- c. Coordinate with the conference Treasurer the development of the annual Office of Education budget.
- d. Monitor education finances by reviewing monthly financial statements.
- e. Oversee the processing and/or approve Office of Education expenditures.
- f. Oversee the processing and/or approve payroll advances and substitute teacher reports.
- g. Oversee the processing teacher billings to schools for Conference-employed teachers.
- h. Monitor accounts receivable with schools and assist in keeping all accounts current.

### **4. Personnel:**

- a. Oversee personnel matters within the employees of the Education Department
- b. With the Associate Superintendents, coordinate the recruitment and processing of teacher applications for positions in the Conference.
- c. Oversee the preparation of teacher contracts for Conference-employed teachers.
- d. Assist local principals with recruitment, applications, and resumes for locally employed personnel.
- e. Review, approve and process local hire contracts (pre-schools, etc.)
- f. Monitor and coordinate credentials of teachers and principals.
- g. Develop and implement training/support programs for new principals and new teachers.
- h. Coordinate with conference Treasurer the transition of new personnel that includes remuneration and moving expenses,
- i. Coordinate with Human Resources Office all employee transitions that require background checks, etc. and new employee orientation reviewing all medical and benefits packages
- j. Coordinate with the Office of the President ways that promote collegiality and unity among pastors, teachers, and office personnel.

### **5. Marketing and Promotion:**

- a. With the help of Region Directors, promote Seventh-day Adventist education among pastors and constituents.
- b. Accept speaking appointments at churches throughout the Conference.
- c. Encourage principals to submit education articles and videos for the Conference website and Union publication.
- d. Encourage principals and teachers to connect with constituent churches creatively and collaboratively to increase interest and support in the local schools.
- e. Ensure that all means of media (Facebook, Twitter, YouTube, Instagram, etc.) communicate the advancement and ministry of Adventist education in the Southern California Conference.

## **6. General Supervision:**

- a. Promote, cultivate, and model a Christ-like culture at schools' sites.
- b. Visit elementary and secondary schools and classrooms throughout the conference regularly.
- c. Review written reports for teachers needing observation and evaluations, and guide the implementation of disciplinary measures when needed.
- d. Help coordinate and execute evaluations of local school administrators.
- e. Share with the local principal and/or departmental staff the strengths and weaknesses observed.
- f. Collaborate with the departmental staff in analyzing achievement test results to determine best practices for correcting deficiencies.
- g. Encourage teachers and principals to be creative in meeting individual student needs.
- h. Oversee and monitor all state and local permits and licenses for preschools.

## **7. Committees, Councils, Boards:**

- a. Serve as a member or chair boards and committees as requested by the Conference president or the executive committee.
- b. Serve on designated Pacific Union Conference and North American Division committees, councils, and boards.
- c. Chair weekly Office of Education staff meetings and monthly principals' councils.
- d. Serve on school evaluation teams that may include schools throughout the North American Division.
- e. Represent the Office of Education at designated school boards.

**8.** Ensure the compliance with policies and procedures in the local conference employee handbook, the Office of Education's ***Information and Policies for Educational Personnel Handbook***, the Pacific Union's Education Code, and the North American Division Working Policy.

**9.** Perform other duties as assigned by the Conference President.

## **REQUIRED QUALIFICATIONS**

To perform this job, the individual must:

- Be a member of the Seventh-day Adventist Church in good standing;

- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach;
- Perform each essential duty and responsibility satisfactorily;
- Meet the requirements listed below.

### **Education and Experience**

- Master's degree in education administration and/or curriculum required.
- Education Specialist (EdS), Education Doctorate (EdD) or PhD in education preferred.
- At least ten (10) years of denominational administrative, teaching and leadership experience in Seventh-day Adventist schools.

### **Competencies**

- Strong background in administration, finance, personnel management, curriculum instruction, evaluation, and public relations.
- High level of emotional and social intelligence.
- High level of accountability.
- Understanding of business and finance aspects.
- Current on relevant aspects affecting education in the Conference.
- Excellent communication and interpersonal skills.
- Highly organized; prioritize, delegate, and oversee multiple projects and direct reports.
- Build relationships and the ability to relate to diverse peoples and cultures.
- Knowledgeable in technology and understanding of North American Division data-rollup (i.e., RenWeb, Dashboard, eCertification)
- Computer literacy in Microsoft Office Suite and internet search engines.
- Discreet; able to maintain strict confidentiality of privileged information.

### **Personality Traits**

- Must convey spiritual compassion, humility, understanding, and empathy in their leadership.
- Professional, excellent work ethic, flexible, tactful, approachable, proactive, dependable, trustworthy.

### **Certificates, Licenses, Registrations**

- Current Seventh-day Adventist Professional Teaching Certificate and Administration Certificate required.
- Membership in professional organizations (i.e., ASCD, NASSP, NAESP, etc.)

### **PHYSICAL DEMANDS**

Must have the physical stamina to complete the tasks that are required for the role of the Vice President for Education. While performing the duties of this job, the employee may be required to

do the following for prolonged or significant periods: sit, stand, walk, use hands and fingers, reach with arms, talk, and hear. The employee is occasionally required to climb, balance, stoop and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, and peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**SIGNATURES**

This job description has been approved by all relevant levels of management:

Executive Officer \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s signature below constitutes employee’s understanding of the essential duties and responsibilities and the qualifications required of this position.

Employee \_\_\_\_\_ Date: \_\_\_\_\_