

Bookcliff Christian School and Bookcliff Christian Preschool are in association with Bookcliff Baptist Church, part of the Southern Baptist Convention.

Bookcliff Baptist Church started in 1950. Bookcliff Christian Preschool began in 1981, and the school opened its doors in 1988. We currently serve approximately 100 Preschoolers and 95 elementary students, K-6th. We have plans to expand further into 7th grade in the 2023-2024 school year with hopes of expanding into all high school grades.

Vision: By God's grace and guidance, BCS is shaping student leaders with steadfast, immovable love for the Lord and people, through a Christ-centered, rigorous education.

Job Requirements

- Confess to be a born-again believer with an active personal relationship and walk with the Lord, Jesus Christ
- Hold a bachelor's degree with a minimum of 3 years classroom experience. Master's degree preferred. Administration experience preferred
- Possess excellent verbal and written communication skills, ability to communicate to prospective families, students, teachers, ancillary staff, and volunteers
- Experience navigating difficult conversations with a goal to resolve conflict by applying the Matthew 18 principle
- Demonstrate ability to successfully navigate learning management systems and computer software programs
- Demonstrate knowledge of teaching methods, techniques, courses of study, curriculum, education plan, lesson plan, and performance evaluations

Personal Expectations

- Represent and promote BCS and BCP to the church, parents, and surrounding community
- Continue to cultivate a culture of love and grace which is prospering in the hearts and minds of the staff and students at BCS
- Live according to biblical principles so as to be a model of excellence in Christian living
- Be prepared to pray with a spiritually guide students, parents, faculty, and staff
- Be active in a Bible-believing church whose Statement of Faith is consistent with that of BBC

Job Description

- Expected to learn Board policies and procedures and ensure the implementation of Advisory Board recommendations
- Plan continuing education opportunities for staff
- Oversee billing

- Handle student discipline and student training skills
- Curriculum management
- Teacher development and evaluations
- Create and maintain annual budget with the assistance of BBC finance team
- Oversee school safety programs
- Ensure fiscal responsibility in the operation of the school
- HR (recruiting, retaining, hiring, disciplining, or relieving staff) and working closely as an administrative team for annual planning and daily operations
- Other duties to be discussed at time of interview

Our Goal at BBC and BCS is to academically prepare students with a rigorous education to help them fulfill God's purpose for their lives. It is also to raise up students, and in so doing, to encourage their families, to develop a Christian worldview, and disciplining them to represent God's love to a broken world. We strive to do this in a loving, respectful, godly environment focused on a culture of love and grace.