



The School Board of the Christian Academy of Guatemala (CAG) in Ciudad San Cristóbal, Guatemala, is accepting applications for the position of Director.

C.A.G. traces its origin to September 1974, when a school was opened as an educational service to evangelical missionary families. Since that time, a beautiful school has been built on a property outside of Guatemala City and presently has about 150 students, of which 60% are missionary kids from different cultures and backgrounds. The mission of CAG is to “Support the Missionary Community in Guatemala by Providing a Biblically-Based, Quality English Education to Prepare Lives for Christian Service”. Guatemala is known as the Land of Eternal Spring, offering a very agreeable climate with lots of sun and average temperatures in the 70’s.

[<Click here to view our promotional video>](#)

Key Qualifications

(A more detailed job description will be provided with the application)

- Provide spiritual and administrative leadership while demonstrating a passion for Jesus Christ and the advancement of the Great Commission.
- Manage and coach the CAG team, including teachers and administrative staff.
- Oversee the accreditation, curriculum, admissions, and record-keeping of the academy.
- Protect and manage the assets, facilities, and finances of the academy.
- Develop and nurture long-term relationships with people from different cultures and Christian backgrounds in a diverse academic community.
- Manage the overall public relations of the academy.
- Carry out the vision and further development of the organization.
- Preferred: Master’s degree in Education Leadership and/or experience in a related field.

Missionary Status and Benefits

All missionary staff members are required to raise the necessary funds needed to support themselves and their families. However, financial assistance and family tuition benefits are considered for this position.

Application Process

Please send the following items to the email address below:

1. A brief cover letter outlining skills and abilities and a statement of personal testimony.
2. A current CV/resume detailing education and professional experience.
3. Names and contact information for 2 professional references and 2 character references. One professional reference should come from the applicant’s current supervisor. One of the character references must be from your senior pastor.

Email: recruitdir@christacadguate.org

The Director Search Committee will send candidates a formal application after a review of the above items.

2022-01-13



Job Description: *Director*

Principle Function: Serve as Chief Executive Officer of the academy, accountable for the overall operation within the policies and directives of the School Board.

Reports to: School Board

Principle Responsibilities

Responsible for the overall operation of CAG in accordance with the School Board Policy Manual.

1. General:

- a. Provide Christ-centered leadership of the school's faculty, staff, and students,
- b. Develop and maintain an educational program that aligns with CAG's mission and vision and incorporates the school's Core Values and Expected Student Outcomes,
- c. Provide a monthly report to the board of directors according to the annual board agenda,
- d. Development and execution of a fund-raising strategy,
- e. Provide an annual report to the school's stakeholders at the annual general meeting, &
- f. Promote and maintain good relations with the general public and the CAG community.

2. Academic Program:

- a. Maintain accreditation with credible peer-group accreditation organizations,
- b. Supervision of all administrative positions including Principals, Business Manager, Chaplain, and Athletic Director,
- c. Develop and supervise all aspects of curriculum and instruction including professional development, observations and evaluations of faculty and staff, and curricular purchases,
- d. Screening and admission of students according to school policies, &
- e. Provide proper and adequate academic record keeping.

3. Personnel:

- a. Development of organizational structure and positions according to the job description,
- b. Recruitment of Christ-centered teachers and administrative staff,
- c. Provide regular and adequate training and orientation of teachers and staff for continued professional development,
- d. Cooperate with the coordinators/principals to supervise all faculty ensuring informal and formal observations of all faculty are done throughout the year with a written evaluation of each faculty member and administrator at the end of the year
- e. Assurance that C.A.G. personnel are living out the mission of C.A.G.,
- f. Personnel performance evaluation and all exit interviews,
- g. Ensure adequate compensation and benefits for all personnel
- h. Ultimately responsible for conflict resolution between faculty, staff, students, or parents, &
- i. Supervision of staff living in campus housing.

2022-01-13