



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

CAG traces its origin to September 1974, when a school was opened as an educational service to evangelical missionary families. Since then, a beautiful school has been built on a property outside of Guatemala City and presently has about 140 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.

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 missionaries at CAG are required to raise the necessary funds to support themselves and their families. However, financial assistance and family tuition benefits are available for this position.

Application Process

Please submit the following 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. Name and contact information for 2 professional 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.

Contact: recruitdir@christacadguate.org

The Director Search Committee will send candidates a formal application after review of their initial submission.

Director / Head of School

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. Academic Program:

- a. Maintain accreditation with credible peer-group accreditation organizations,
- b. Supervision of the Elementary and Secondary Principals,
- c. Oversees the development of the curriculum,
- d. Screening and admission of students,
- e. Proper and adequate academic record keeping, &
- f. Teaching materials including an adequate library.

2. Facilities and Equipment:

- a. Maintenance, improvement, and inventory of the buildings and land space,
- b. Adequate equipment available for all on and off-campus activities,
- c. Development of the campus,
- d. Ensure adequate on campus security, &
- e. Approval of non-school related campus usage.

3. Public Relations:

- a. Promote and maintain good relations with the general public and CAG community, &
- b. Provision for adequate publicity and materials for recruitment.

4. Finance:

- a. Supervision of the Finance Coordinator,
- b. Development and oversight of the annual budget,
- c. Provision for an accurate system of accounting, record-keeping, and reporting,
- d. Supervision of charges to parents, &
- e. Development and execution of a fund-raising strategy.

5. Personnel:

- a. Development of organizational structure and positions' job descriptions,
- b. Recruitment of teachers and administrative staff,
- c. Orientation and continued professional development of teachers and staff,
- d. Assurance that CAG personnel are living out the mission of CAG,
- e. Personnel performance evaluation and conflict resolution,
- f. Care for the well-being of personnel,
- g. Distribution of compensation and benefits, &
- h. Supervision of staff living in campus housing.