



JOB DESCRIPTION

Level: Professional Load:100% Service Period: Two years

Job Title:	Director of Spiritual Life
Grade:	O – Executives
Reports To:	Superintendent
Department:	Spiritual Life
Line Manages:	1 ES chaplain, 2 MS/HS Chaplains, 1 Operations Staff Chaplain, 2 Transition and Community Care Team members
Context/Scope:	Rosslyn Academy provides a North American-curriculum, Christian educational program (preschool to 12) to international and local families in Kenya. We welcome families who are in harmony with Rosslyn values and who show evidence of potential for academic success and future leadership.
Purpose	To work with students, teachers, administrators, parents and alumni to, through the development of meaningful relationships and programs, foster individual and corporate, biblically-centered spiritual growth, enabling the development of God-given gifts for Christ-like service in the world community.

<p>Duties and Accountabilities</p>	<p>Modeling and Leadership:</p> <ul style="list-style-type: none"> i. Model a personal commitment to Christ and Bible-based Christian living ii. Seek to inspire others to Christian commitment, faith, and living iii. Contribute towards and maintain a positive Christian spiritual environment iv. Exhibit characteristics of being a lifelong learner v. Maintain a positive and collaborative operational environment focused on growth and excellence vi. Consistently model professionalism <p>Duties:</p> <ul style="list-style-type: none"> A. Building on the work already being done to create and implement a compelling vision for Christian spiritual formation in Rosslyn students and staff. B. Empowering and supervising the members of the Spiritual Life Team. C. Overseeing and participating in the preK-12 Chapel, Discipleship, and Spiritual Emphasis Week programs (in conjunction with other members of the Spiritual Life Team.) D. Supporting holistic growth in students through strong collaboration between the chaplains and the other members of the student support team (Counseling, Learning Support, EAL, etc.), as well as teachers and volunteers. E. Serving on the school's senior leadership teams (Executive Team and Leadership Team.) This includes being a part of the school's grievance process chain, financial aid decision committee, approving new positions at the school, etc. There will be at least one weekly meeting to attend. F. In cooperation with the Superintendent, develop position papers explaining the school's position on social, cultural, or controversial trends that explain how the school's policies and practices are aligned with our Owner Agency theological standards, our Core Tenets, and an orthodox interpretation of scripture. G. Facilitating pastoral care and support to members of the community by, 1) serving as part of the Member Care Team 2) mobilizing community prayer and practical support and 3) overseeing and collaborating with our Transition Care programming (New Staff Orientation, New Faculty Formation, Departing Staff Retreat) H. Coordinating our weekly Staff Devotions and other worship services throughout the school year (Staff Dedication Service, Parent Prayer Breakfast, etc.) I. Ensuring ongoing collaboration with our Service Learning program as well as with non-school partners in Christian ministry (e.g., BlueSky, local churches, mission agencies, etc.). J. Coordinating with the CRE (Christian Religious Education) Department to ensure that the theology and spiritual formation that is being taught and encouraged aligns with our Core Christian Beliefs and is being appropriately integrated into chapels, discipleship programs, etc., and vice versa. K. Facilitating the work of Rosslyn's Diversity Advisory Team. L. Possibly teaching at least one CRE course per semester. <p>All other duties as assigned; will take on additional responsibilities within reason.</p>
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Leadership Responsibilities	<ul style="list-style-type: none"> ● Leadership: Must be able to give guidance and mentorship to the staff with whom they work. ● Communication: Must be able to communicate clearly and explain the school's policy and Core Tenets. ● Decision-making: Must be able to confidently make informed choices showing good discernment based on Biblical principles. ● Analytical thinking: Must be able to evaluate information and then make recommendations.
Qualifications and Experience Required	<ol style="list-style-type: none"> i. Demonstrate a personal commitment to Jesus Christ as Savior and Lord and to Rosslyn's Core Christian Beliefs. ii. Possess a minimum of a Master's Degree in a related field. iii. Be an ordained minister in good standing with a recognized ordaining body or an endorsement from a church body. iv. Provide evidence of previous successful organizational experience. v. Demonstrate the ability to communicate effectively in English, both orally and in writing. vi. Hold absolute confidentiality on school matters. vii. Demonstrate a life congruent with the Basic Tenets of Rosslyn Academy. viii. Exhibit the characteristics of a collaborative team player. ix. Demonstrate an ability to craft an inspirational vision and see it through. x. Demonstrate a love for people and students in particular. xi. Demonstrate a passion to see students come to faith in Jesus. xii. Demonstrate a passion to see students already committed to Christ grow deeper in their faith. xiii. Exhibit a continuing sense of God's calling to service at Rosslyn Academy. xiv. Demonstrate a respect for diversity of culture and xv. Demonstrate an appreciation for the diversity of the body of Christ and a willingness to positively engage with Christians from a variety of denominational affiliations.
Barriers to Success in Role	<ol style="list-style-type: none"> i. Lack of ownership and understanding of Rosslyn's mission and vision. ii. Lack of life congruent with the Basic Tenets of Rosslyn Academy. iii. Lack of ability to collaborate across departments within Rosslyn. iv. Lack of credibility and relationships with internal and external stakeholders of Rosslyn. v. Lack of ability to drive continuous improvement and change whilst bringing people on the journey and continuing to deliver baseline performance. vi. Lack of high analytical, interpretative and decision-making skills vii. Inability to maintain confidentiality in their duties.
<p>N.B. (This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e. emergencies, changes in personnel, workload, rush jobs, or technological developments))</p>	

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To inspire and equip each student to develop their God-given gifts for Christ-like service in the world community.

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