

Assignment Title: Superintendent

Term: 5 years or more

FTE: 1

Location: Salatiga, Central Java

Date Required: As soon as possible

All Mountainview staff are expected to be committed Christians who affirm the MICS Statement of Faith.

Synopsis: The superintendent of Mountainview International Christian School leads teams of teachers and support staff in order that English-speaking students gain academic competence, maturity, and cultural sensitivity in a Christ-centered environment at an affordable cost. The Superintendent, as the Chief Executive Officer of MICS, reports to the school board and is accountable to implement the mission of the school as defined in the Board policies. The Superintendent is the “face” of MICS, representing the school to the Indonesian government, to the local Indonesian community, to the school staff, to students, and to their families.

The vision of MICS is to pursue academic excellence in a place of grace, so that lives will be transformed by Christ to impact the world.

**To apply, send resume and application as found at [www.mountainviewics.org](http://www.mountainviewics.org) to [superintendentmics@mountainviewics.org](mailto:superintendentmics@mountainviewics.org).**

Qualifications:

- MA or higher in education-related field
- experience and training as school administrator in an American curriculum context
- international and cross-cultural mission experience
- native speaker of English
- achievement of Indonesian language competency within two years
- sponsored by a recognized sending agency
- under the age of 55 years (This is not a Mountainview requirement, but an Indonesian immigration criterion for a new work visa.)

Qualities:

- Demonstrates Christian character harmonious with Mountainview's ends.
- Demonstrates success with curriculum, personnel management, and leadership
- Demonstrates interpersonal skills and a willingness to deal directly and openly with teachers, support staff, administrators, members of the board of education, students, parents, government officials and the Indonesian community.

- Serves as a role model and spiritual mentor in the school community
- Is committed to grow professionally and spiritually through reading, attendance at conferences and workshops, and participation in appropriate educational and community organizations.

**Assignment Description:**

Since 1981, Mountainview International Christian School (MICS) has been supporting the mission of Christian sending agencies by serving native English speaking students from Christian service worker families. MICS also serves students from business families and students learning English as a second language as possible according to school board policies.

The language of instruction is English. The school has been accredited by the Association of Christian Schools International (ACSI). The curriculum is basically an American curriculum that follows the accreditation standards set out by ACSI <[www.acsi.org](http://www.acsi.org)>. Opportunities exist for staff to maintain teaching credentials while in service.

The Superintendent supervises expatriate and national teaching and support staff in a school of approximately 180 students in grades K-12. The current staff numbers 35 teachers and 70 Indonesian support staff. The Superintendent directly supervises the Assistant Superintendent, Elementary Principal, Secondary Principal, Dormitory Administrator, and the school documentation staff.

Like all positions at Mountainview International Christian School, the Superintendent position is a mission service assignment. The Superintendent will be asked to raise at least part of his/her support under a recognized sending agency and to be seconded to MICS. After an initial probationary period, the Superintendent is expected to make a commitment of at least five years, including furloughs in accordance with his/ her sending agency's policies.

**Duties:**

- Superintendent / Board Linkage - 10%
- Personnel Management (Recruitment, Orientation, Member Care...) - 20%
- Curriculum Development and Teaching - 15%
- Supervision and Evaluation (administrators, teachers, dorms, support staff) - 10%
- Leadership and Organizational Management (Communications, Admissions, Supporting other Administrators, Policy and Procedure Development, Accreditation Process...) - 10%
- School / Government Relations and Legal Documentation - 10%
- School / Community Relations - 5%
- Staff Development - 5% (assisted by other administrators)
- School Improvement - 5% (assisted by school committees)
- School Finance and Budgeting - 5% (most delegated to assistant superintendent)
- School Facility Management and Teacher Housing - 5% (most delegated to facilities manager and assistant superintendent)

**Location Description:**

Salatiga is located in Central Java. It is about a one and one-half hour's drive to Semarang, Central Java's capital and chief port. One and a half hours to the south of Salatiga is Solo (Surakarta) which has an international airport. Jogjakarta is two hours away.

Salatiga is situated at the base of Mt. Merbabu. Because of its elevation, the climate is temperate. Temperatures are rarely oppressively hot during the day and are cool at night. It is occasionally windy, and through the wet season from October through April the rain falls regularly and heavily.

The population of Salatiga is approximately 200,000 with about 90% of its residents being ethnic Javanese. There is a small Chinese minority and a few people from other ethnic groups. Salatiga is widely perceived to be a very safe place with harmonious relationships between people of different faiths.

Mountainview International Christian School will provide simple but adequate housing for the Superintendent. Medical facilities are available in Salatiga. For more complex needs one may go to larger cities.

Salatiga's economy is based on agriculture. The city lies in a fertile region and is a market center for rice, fruit, vegetables, cattle, peanuts, rubber, tobacco, coffee, and cocoa. Its markets and shops supply some processed foods and other manufactured goods for the surrounding rural area.