



## **POSITION DESCRIPTION**

*March 2025*

**POSITION TITLE:** School of Fine Arts (SOFA) Administrator  
**CLASSIFICATION:** Independent Contractor  
**REPORTS TO:** Early Years Vice Principal

**KEY WORKING RELATIONSHIPS:** Early Years Vice Principal, Early Years Admin Assistant, Business Administration Department, Human Resources, SOFA teachers and SOFA parents

**POSITION SUMMARY:** The SOFA Administrator is responsible for overall leadership and coordination of the SOFA program, which supports the vision and mission of Linden Christian School. With a commitment to excellence, the Administrator will ensure that God is glorified in all aspects including overseeing all elements of the programs, arranging contracts with teachers, enrolling students, lessons, performances, examinations, etc.

### **KEY RESPONSIBILITIES:**

- Develop the curriculum and program offerings
- Recruit contracted teachers including job postings, interviews, contracts with the LCS HR department
- Schedule and supervise contracted teachers
- Promote program, schedules, class offerings
- Prepare, receive, and process enrolment documents
- Register students with designated teachers
- Oversee collection of fees for processing by LCS Business Admin
- Prepare teacher payment input for processing by LCS Business Admin
- Ensure teachers receive Child Protection Training and other school requirements
- Prepare communications including brochures, newsletters, programs, etc.

### **EDUCATION (preferred):**

- Performing Arts education
- Administrative/Management training
- Two or more years of related experience
- Commitment to continuous growth and learning

### **QUALIFICATIONS:**

- Professional and positive manner, able to represent the school and the program in an effective and Christ-like manner;
- Able to work independently and as part of a team;
- Creative and artistic strengths;
- Communication skills - oral and written;
- Organizational strengths;
- Attention to detail;
- Able to identify and correct errors and omissions;

- Strong mathematical skills;
- High degree of accuracy;
- Time-management strengths;
- Experience in promoting and publicizing events;
- A high level of accuracy, attention to detail, confidentiality and communication with colleagues;
- Technical/computer skills in G: mail and Microsoft.

**ADDITIONAL REQUIREMENTS:**

- A sincere love for Jesus Christ evidenced by lifestyle, including regular attendance and commitment to a local evangelical church;
- Willingness to sign and adhere to the LCS Statement of Faith and Lifestyle Commitment;
- Participation in corporate and individual prayer, school chapels, and worship services, along with a deep understanding of the commitment to serve in a Christian environment;
- Enthusiastic support of the Mission, Vision, and Core Values of Linden Christian School.

**OTHER REQUIREMENTS:**

- Provision of a Criminal Record Check from the Winnipeg Police Services or RCMP which affirms that the Vulnerable Sector Screening is clear;
- Provision of evidence of clearance from the Child Abuse Registry Check;
- Commitment to confidentiality and being able to deal professionally with highly confidential and private matters.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.