

Job Description – Secondary Principal

JOB DESCRIPTION SECONDARY PRINCIPAL

GENERAL DESCRIPTION

The Secondary Principal will support and assist the Director in the administration of the secondary school, grades 6-12. The job entails direct responsibility for assigned administrative and leadership tasks and a support role for others. The Secondary Principal reports to and is supervised by the Director.

QUALIFICATIONS

The Secondary Principal shall be one who has received Jesus Christ as Savior and Lord. He/she shall be a person of spiritual maturity with demonstrated academic and leadership abilities. He/she shall reflect the purpose of the school, which is to honor Christ in every activity.

He/she shall have at least five years of teaching experience and possess a Master's degree in Education or Educational Administration, certified by ACSI or willing to work toward certification. If he/she does not have a Master's degree, he/she must be willing to pursue the necessary degree.

He/she must agree with the SCCLC's identity statements and Philosophy of Education and sign a statement to that effect, as he/she will be expected to see that the philosophy is implemented in all school activities to the best of the faculty's ability to do so. He/she will be expected to defend the school's philosophy when necessary.

RESPONSIBLE TO

School director

SUPERVISES

Secondary teachers and staff associated with secondary activities and relevant areas.

RESPONSABILITIES

Job Description – Secondary Principal

Spiritual

1. Seeks to role model in speech, actions, and attitude, a consistent daily walk with Jesus Christ.
2. Shows by example the importance of prayer, the study of Scripture, witnessing, and unity in Christian fellowship.
3. Follows the Matthew 18 principle in dealing with students, parents, administration, and staff.
4. Recognizes the role of parents as primarily responsible before God for their child's education and assists them in the task.
5. Motivates the staff to seek out ways to encourage students to accept God's gift of salvation and grow in their faith.
6. Helps teachers lead students to realize their self-worth in Christ.
7. Participates in weekly devotions with the faculty.
8. Oversee the weekly secondary chapel program.

Leadership

1. Provides instructional leadership to the secondary school for the benefit of the students.
2. Promotes educational change and innovation for the sake of continuous school improvement.
3. Keeps abreast of the major trends in education in general and in Christian education in particular.
4. Leads the secondary faculty in a regular cycle of curriculum review and development.
5. Leads secondary faculty meetings.
6. Fosters communication among faculty members to promote improvement in teaching.
7. Develops and maintains an effective program of student recognition, including communication with parents and the media, as appropriate.
8. Assists the director in all matters related to the ACSI accreditation.

Supervision

1. Supervises the secondary faculty and assigned staff and conducts clinical supervision of their teaching and responsibilities.
2. Supervises the educational process so that teachers and students are stimulated and guided to their greatest potential.
3. Consults the Director regarding concerns related to teacher performance and the academic program.
4. Interviews and recommends teaching candidates for positions in the secondary school.

Job Description – Secondary Principal

5. Assists Director in preparing recommendations for faculty committee assignments.
6. Orients new secondary teachers to the school mission's philosophy, policies, and procedures.
7. Arranges for substitutes for absent teachers.
8. Supervises and administers the department of student records, including progress reports and transcripts.
9. Supervises and plans periodic reviews of the curriculum to ensure that the school's instructional program is meeting its goals and objectives.
10. Supervises and assigns responsibilities for extra-curricular activities relating to his/her department.
11. Supervises and plans periodic reviews of student and faculty handbooks to ensure they are current.
12. Oversees athletic program.
13. Oversees student organizations and class advisors.
14. Oversees academic and recreational field trips.
15. Oversees secondary retreat and camp programs.
16. Oversees and coordinates Christian outreach and community service.

Instructional

1. Integrates Biblical principles and the Christian philosophy of education throughout the curriculum.
2. Helps teachers affect student learning through mastery of the subject material and using valid teaching techniques to achieve curriculum goals.
3. Teaches classes, if necessary, and as assigned and scheduled by the director.
4. Plans with the teachers a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best work.
5. Encourages teacher preparation of weekly lesson plans.
6. Encourages and instructs teachers in the employment of a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
7. Helps teachers plan, through approved channels, the balanced use of field trips, guest lecturers, and other media.
8. Helps teachers keep proper discipline in the classroom and on the school premises for a good teaching environment and may be required at times to personally administer discipline as circumstances require such.

Job Description – Secondary Principal

9. With the help of the EST, makes sure that all students with needs are getting accommodations or modifications as needed.

Discipline

1. Enforce the behavioral standards of the school, disciplining students consistently in love.
2. Work directly with the faculty on student behavior and discipline matters.
3. Administer consequences for inappropriate student behavior.
4. Maintain accurate and adequate records of student discipline.
5. Communicate with parents regarding student behavior and discipline in a timely and appropriate number.

Admissions

The office staff, under the direction of the Director, will respond to admissions inquiries, solicit and receive student applications and records, and arrange for and supervise the administration of the admissions testing program for prospective students.

The Secondary Principal will:

1. Interviews parents with children applying for admission to secondary school. (Coordinate this with the Elementary Principal for families with children applying for both levels.)
2. Interviews students applying for admission to secondary school.
3. Evaluates the results of admissions and/or achievement testing, current progress in school, and interviews.
4. Recommends to the admission committee the students who are qualified according to the school's admissions policy.
5. Orients new families to the school's mission, philosophy, policies, and procedures.

Recruitment

The office staff, under the direction of the Director, will respond to applications, send the school application form, and set the interviews in coordination with the elementary and secondary principals.

The Secondary Principal will:

1. Review the application form and support documents.
2. Participate in the interview process.
3. Review the psychological evaluation.
4. Attend the sample class.
5. Make a recommendation to the Director.

Job Description – Secondary Principal

Guidance counseling

1. (in the absence of a Guidance Counselor – see Guidance Counselor’s Job Description)

Miscellaneous:

1. Serves as a support to the director on matters of the school’s policies, procedures, programs, personnel, and problems.
2. Cooperates with the director in implementing all policies, procedures, and directives governing the school's operation.
3. Ensures that appropriate safety measures are in place on campus to provide a reasonably safe school environment.
4. Assist the director in the identification and solution of the school’s spiritual and educational problems.
5. Maintains regular and accurate student, attendance, and grade records, to meet the demands for a comprehensive knowledge of each student’s progress.
6. Keeps students, parents, and the director adequately informed of deficiencies and gives sufficient notice of failure.
7. Ensures that teachers maintain clean, attractive, and well-ordered classrooms.
8. Assists the Director in planning the school calendar.
9. Assists the Director in maintaining the school calendar during the school year.
10. Work with the Director and Elementary Principal in planning and coordinating school events.
11. Provide input for long-range planning.
12. Prepares and supervises the faculty classes and duty schedules for the secondary school in coordination with the elementary principal

Professional

1. Utilizes educational opportunities and evaluation processes for professional growth.
2. Seeks the counsel of the director, fellow administrators, colleagues, and parents and is teachable.
3. Provides input and recommendations for administrative and managerial functions in the school.
4. Attends and participates in scheduled devotional, committee, and faculty meetings.
5. Implements procedures for dealing with issues of an emergency nature.
6. Contributes to the general improvement of the school program.

Job Description – Secondary Principal

Personal

1. Demonstrates the character qualities of courtesy, kindness, enthusiasm, flexibility, integrity, gratitude, self-control, perseverance, and punctuality.
2. Meets everyday stress with emotional stability, objectivity, optimism, and flexibility where such is required.
3. Exercises friendliness and consideration, treating each faculty member and student impartially.
4. Respectfully submits and is loyal to constituted authority.
5. Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
6. Uses acceptable English in written and oral communication.
7. Develops and maintains rapport with students, parents, and fellow administrators and staff to promote a positive learning environment.
8. Recognizes the need for good public relations. Represents the school favorably and professionally to the constituency and general public.
9. Makes an effort to appreciate and understand the community's uniqueness.

EVALUATION

1. The performance of these responsibilities will be evaluated by provisions of the school policy on evaluating professional personnel.
2. Evaluates teachers by provisions of the school policy on evaluating professional personnel.