

FOUNDATION CHRISTIAN ACADEMY

PRINCIPAL, UPPER SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) A master's degree or higher, with a major in education, educational administration or instructional leadership.
- (2) A valid state certification as principal OR 5-years successful experience as principal, assistant principal for a National Christian School Association (NCSA) or Association of Christian Schools International (ACSI) accredited school. 9th-12th grade certification and/or experience preferred.
- (3) At least two years' successful experience as a classroom teacher (9th-12th grades preferred).
- (4) An active member of a church of Christ congregation.
- (5) Such alternatives to the above qualifications as the School President may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to model Christ-like behavior and cultivate a school culture that supports the spiritual development of students and staff. Ability to prepare and manage the school's budget and allocated resources. Ability to read, interpret and enforce the school policies, NCSA accreditation standards and appropriate state and federal statutes. Ability to use effective interview techniques, coaching procedures, and evaluation procedures. Ability to use effective public speaking skills, interaction skills, and problem-solving skills. Skills in personnel management and supervision techniques. Ability to communicate effectively orally and in writing. Ability to analyze and use data. Knowledge of current educational trends and research. Knowledge and understanding of the unique needs and characteristics of students.

REPORTS TO:

School President

JOB GOAL

To provide the leadership and vision necessary to develop and administer educational programs that optimize available human and material resources to provide successful high quality educational experiences for students in a nurturing Christian environment.

SUPERVISES:

All personnel serving in Upper School facility or its students.

POSITION STATUS: Contracted

FLSA STATUS: Exempt

PERFORMANCE RESPONSIBILITIES:

- (1) Manages and administers the development, implementation, and assessment of the instructional program.
- (2) Uses current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- (3) Promotes high student achievement.
- (4) Models and encourages Christ-like behavior at all times.
- (5) Coordinates program planning with instructional staff and with Lower School Principal.

- (6) Manages the selection of textbooks, materials, and equipment.
- (7) Manages and administers the testing program, counseling program and disciplinary program for the Upper School.
- (8) Aligns school initiatives with school goals and NCSA accreditation standards.
- (9) Establishes and coordinates procedures for student, teacher, parent and community evaluation.
- (10) Directs the development of the master schedule and assigns teachers according to identified needs.
- (11) Interviews and selects qualified personnel to be recommended for employment.
- (12) Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment actions.
- (13) Implements and administers negotiated employee contracts.
- (14) Assigns and supervises school personnel to special projects for the enhancement of the school.
- (15) Establishes job assignments for school-site administrators, teachers, and support personnel.
- (16) Supervises the operation and management of all activities and functions at the Upper School facility.
- (17) Develops positive school/community relations and acts as liaison between the school and community.
- (18) Communicates effectively both orally and in writing with parents, students, teachers, and the community.
- (19) Assesses, analyzes, and interprets, and uses data in decision making.
- (20) Assists in developing short-and long-range facility needs.
- (21) Coordinates facility and support service requirements.
- (22) Coordinates plant safety and facility inspections at the assigned school.
- (23) Coordinates all maintenance functions at the assigned school.
- (24) Coordinates and supervises transportation services at the assigned school.
- (25) Manages and supervises the school's financial resources, including the preparation and disbursement of the school's budget.
- (26) Manages student attendance procedures.
- (27) Conducts staff meetings to discuss policy changes, instructional programs, potential problems and resolution of existing problems.
- (28) Communicates, through the proper channels, to keep the School President informed of impending problems or events of unusual nature.
- (29) Directs the establishment of adequate property inventory records and ensures the security of school property.
- (30) Implements school policy, state statutes, and federal regulations as they pertain to the FCA.
- (31) Supervises the preparation and maintenance of accurate and timely reports and records.
- (32) Establishes guidelines for proper student conduct and implements disciplinary procedures and policies that ensure a safe and orderly environment.
- (33) Establishes procedures to be used in the event of school crisis.
- (34) Coordinates the supervision of all extracurricular programs at the assigned school.
- (35) Manages and supervises the school's athletic and student activity programs and maintains a calendar of all school events.
- (36) Maintains visibility and accessibility on the school campus.
- (37) Attends school-related activities and events.
- (38) Manages and administers personnel development through training, inservice, and other developmental activities.
- (39) Provides training opportunities and feedback at the assigned school.

- (40) Provides leadership in the school improvement process and the implementation of the school improvement plan.
- (41) Establishes a vision and mission for the school in collaboration with key stakeholders.
- (42) Sets high goals and standards for self, others, and organization.
- (43) Uses appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- (44) Uses current research, performance data, and feedback from students, teachers, parents, and community to make decisions related to improvement of instruction and student performance.
- (45) Keeps abreast of changes and developments in the profession by attending professional meets, reading professional journals and other publications and discussing problems of mutual interest with others in the field.
- (46) Performs other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed move objects.

COMPENSATION:

Salary and benefits shall be paid commensurate with experience and with the approval of FCA's Board of Directors.

EVALUATION:

Performance of this job will be evaluated annually by the School President.

To apply for this position, send Cover Letter & Resume' to:

Chris Robison, School President
Foundation Christian Academy
2480 Three Springs Road
Bowling Green, KY 42104

Or e-mail to: chris.robison@fcfalcons.com

Applications accepted until March 31st. Position to begin no later than July 8th, 2018.