

High School Principal, Full-Time, Reports to the Associate Head of School

SCOPE OF RESPONSIBILITIES: The High School Principal works directly under the supervision of the Associate Head of School and is a member of the Academic Leadership Team and the Administrative Council.

GENERAL RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Oversee, supervise, and guide the members of the High School Administrative Team for the effective functioning of all aspects of the High School program.
- Provide overall servant leadership, communicating the school's mission, vision and values to the faculty/staff, parents, students, community and ACSI/CESA at large.
- Oversee the daily operation of the school including programs and activities in the high school (Grades 9-12). In so doing, maintain all ACSI/Cognia/CESA accreditation standards.
- Maintain awareness of best educational practices and pedagogies and innovate when appropriate in alignment with the school's mission and strategic plan.
- Recruit, interview and recommend hiring of new faculty/staff.
- Perform faculty/staff formative and summative evaluations.
 - Provide observation and supervision of the High School faculty/staff.
 - Check and supervise HS weekly lesson plans/curriculum guides/learning goals.
- Provide on-going faculty/staff professional development (including orientation, goal setting, instructional supervision of teaching styles and methods, curriculum development, classroom management, etc.).
 - Aid and supervise curriculum development for whole school vertical alignment.
 - Plan and conduct faculty meetings.
- Oversee the admission of new students and families into the High School in conjunction with the Enrollment Office.
 - Ensure that partnership conferences are conducted with all prospective students and families for admission.
 - In coordination with the Enrollment office, conduct and participate in tours/interviews with potential families.
- Cultivate an ongoing partnership with High School families.
 - Coordinate and monitor student/parent/teacher conferences as needed.
 - Counsel with parents concerning various aspects of school/home relationships.
- Contribute to and monitor student spiritual, academic and behavioral progress.
 - Coordinate with the Director of Discipleship to plan and conduct HS chapels, service projects, and mission trip opportunities for HS students.
 - Coordinate with the Director of Student Life to plan and implement HS events, clubs, and other extracurricular activities.
 - Provide guidance to teachers to plan and monitor field trips.
 - Oversee student discipline.
- Collaboratively develop and manage the High School budget with guidance from the Executive Director of Finance.

- Serve as a member of the Head of School's Administrative Council (AC).
 - Serve on the Academic Leadership Team (ALT).
 - Participate in and contribute to regular AC and ALT meetings.
 - Serve as an ACSI/Cognia annual report reviewer.
 - Serve on the steering committee for SCS accreditations.
 - Contribute to annual handbook reviews.

QUALIFIED APPLICANTS:

- Must be a born-again believer in Jesus Christ; be involved with an evangelical, protestant church of like faith and practice; and agree with the philosophies, Statement of Faith, and Statement of Christian Life Commitment of Southside Christian School.
- Have a commitment to the mission, philosophy, goals, and objectives of Christian schooling as expressed by Southside Christian School demonstrated by their eligible children enrolled in Southside Christian School.
- Must be a spiritually mature, veteran Christian leader who agrees with the school's Mission, Vision, Values, Biblical Beliefs, Statement of Christian Life Commitment, and Statement of Faith.
- Must be able to articulate a deep understanding of a biblically informed philosophy of Christian education.
- Strong communication and presentation skills are required.
- Must have a master's degree, doctorate is preferred.
- Must have a minimum 5 years' experience as a Christian high school principal.
- Must be able to obtain ACSI Administrative Certification.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift to 15 pounds at times.