

## **Job Description: Secondary Principal**

### **Qualifications:**

- Vibrant believer in Jesus Christ as Savior and Lord in the evangelical tradition with a ministry mindset that is oriented toward sacrificial service with the highest goal of honoring the Lord Jesus Christ; in full agreement with the NBC and TRCS statements of faith.
- Have obtained a B.A. a teaching certificate, classroom experience, and/or an administrative credential.
- Familiar with WA State and federal guidelines for private education.
- Demonstrates above-average public communication skills.
- Loves young people and possess exceptional ability to interface with faculty, staff, parents and public.

### **Essential Job Functions & Accountabilities:**

It is expected that the secondary principal will:

#### **Academic Leadership**

- Monitor the certification and licensure status of secondary teachers.
- Ensure that secondary school classrooms reflect a professional and Christian environment.
- Evaluate employees of the secondary division by using formal and informal evaluation and by holding evaluation conferences for staff members.
- Have knowledge of the physical and emotional development of young people, and understand the problems they face.
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other principals and educators.
- Administer policies for grading, credits and graduation requirements.

#### **Administrative Leadership**

- Meet regularly with secondary teachers to ensure coordination of programs and prompt problem resolution.
- Provide leadership in planning the master schedule, including the coordination of transportation needs of the secondary program.
- In cooperation with the athletic director, oversee the interscholastic sports program.
- Assist the administrator with the revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, and other such items.
- Consistently implement school policies.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Interview both the secondary students seeking enrollment and the parents of those students.
- Arrange for substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Organize senior graduation and related activities.
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all secondary classrooms, and keep adequate records of same.
- Assume all other duties and responsibilities as assigned by the administrator.

#### **Governance**

- Provide information and counsel to the administrator on the educational challenges and procedures for the secondary level of the school.
- Keep the board informed on the issues, needs, and operation of the middle school and high school.

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*"Educating for Eternity."*

- Attend all school board meetings and provide input when requested.
- Serve as liaison between the school board and personnel, working toward a high degree of understanding and respect between the secondary staff and the board.
- Show support for school board policy and decisions to the staff, parents, and public.

## **Personnel**

- In cooperation with the administrator, establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel.
- Ensure that all secondary school personnel have current written job descriptions.
- Provide input to the administrator for staff development and in-service programs on and off campus.
- Annually evaluate the secondary school staff and provide each employee with a written evaluation. Provide appropriate information to the administrator regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the administrator regarding cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

## **Business and Finances**

- Provide input to the administrator for the annual budget.
- Oversee and manage the secondary school's budgetary expenditures and procedures.