

PLYMOUTH CHRISTIAN ACADEMY (PCA) SECONDARY PRINCIPAL JOB DESCRIPTION

GENERAL DESCRIPTION

Goal:	The secondary principal shall prayerfully help students acquire attitudes, skills and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
Overview:	The secondary principal is responsible to assure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Purpose and Organization of Plymouth Christian Academy. The principal shall be a born again, state certified, college graduate with a Masters in Secondary Educational Administration, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	Regent Board upon recommendation of the Superintendent for one year
Responsible to:	Superintendent
Supervises:	Students, teachers, staff, as well as student teachers, aides, and volunteers
Evaluation:	The principal's performance will be evaluated by the Superintendent in accordance with provisions of the Regent Board policy.

REQUIRED PERSONAL QUALITIES

A PCA principal shall. . . .

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be a Christian role model in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40
4. Be actively involved and faithful in membership, attendance and stewardship at Calvary Baptist Church.
5. Show, by example, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in wholehearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to create an environment for learning for a child according to his own gifts and bents so when he is old he will not depart from it. Proverbs 22:6
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.

ESSENTIAL FUNCTIONS

A PCA principal shall. . . .

1. Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their distinct value in Christ.
4. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum, activities and overall practice.
6. Keep proper discipline in the school and during school-related activities that aligns with our Behavior Rubric.
7. Help maintain a clean, attractive, well-ordered school.
8. Display academic leadership.
 - a. Supervise the teachers and teacher leaders.
 - b. Lead the faculty in a continual review and improvement of courses of study.
 - c. Cooperate with the Superintendent and/or the Administrative Team in the planning or development of in service activities.
 - d. Develop a school climate which is conducive to creative teaching, student learning, and self-discipline.
 - e. Join with the Superintendent to develop a budget that supports the secondary school program and submit it to the business administrator.
 - f. Provide leadership for the academic committees and take major responsibility for educational planning and outcomes.
 - g. Provide opportunities for professional development for faculty and staff that is based on need, data and best practices.

9. Lead curriculum development.

- a. Maintain an awareness of student needs in order to design the curriculum accordingly.
- b. Stay informed of curriculum developments, research, and best practices in the general field of education.
- c. Involve teachers in educational planning and evaluation.
- d. Encourage the use of community resources as a means of enriching the school curriculum and faculty to the utmost of their potential.
- e. Provide assistance to the faculty for the task of integrating the principles of Christianity into the curriculum.
- f. Oversee the instructional program and create an atmosphere in which teachers are free to be resourceful and students are stimulated to achieve to the utmost of their potential.

10. Model spiritual leadership.

- a. Lead student spiritual leadership initiatives and parent advisory team.
- b. Arrange for the development of a Bible curriculum and for quality instruction in Bible.
- c. Design and implement a program of character development education.
- d. Work with the chaplain to plan and carry out chapel services that will minister to the needs of students.
- e. Work with the faculty to identify service projects in which students can participate, and develop a plan for their participation.

11. Select and supervise secondary faculty.

- a. Recruit faculty for vacancies in placement bureaus, colleges, and Christian school associations.
- b. Review applications and interview candidates for faculty positions.
- c. Arrange for and conduct interviews of candidates and make recommendations to the headmaster.
- d. Provide orientation for new teachers and supervise all secondary faculty.
- e. Establish and maintain a file of qualified substitutes.
- f. Mentor new teachers.

12. Recruit, test, interview and select new students.
 - a. Cooperate with the Superintendent in promoting the school throughout the community.
 - b. Arrange for teachers or other qualified personnel to administer the entrance assessments (MAP/NWEA).
 - c. Conduct intake interviews with parents and students.
 - d. Make the decision to accept or deny admission of prospective applicants.
13. Develop a school climate which supports growth in self-discipline and enforce the school regulations which are found in the student handbook and faculty manual.
 - a. Assist teachers in the development of strategies for managing a classroom.
 - b. Maintain a school climate which reflects the scriptural balance between firmness and kindness.
 - c. Counsel with teachers and students when behavior problems persist and confer with parents when necessary.
 - d. Assign consequences for misbehavior when it is warranted, based upon the school rubric.
 - e. Utilize the guidance resources in helping students.
14. Cooperate with the guidance counselor in building a master schedule and in rostering students for classes.
15. Communicate with the parents of secondary school students regarding the school programs, student development, and school activities.
16. Establish structures whereby student concerns, suggestions, and proposals can be communicated and considered.
17. Maintain a variety of middle and high school student activities that will capture student interest and provide an opportunity for them to express their abilities and talents.
18. Assist the Superintendent in the preparation of the school calendar and reporting.
19. Assist the Superintendent in the planning of and administering of faculty and staff, family and new teacher orientation(s).
20. Meet regularly with the administrative team.
21. Meet with parents on a regular basis to assess the needs and concerns of the school community.
22. Follow through with specified protocols during emergency situations.
23. Carry out other responsibilities which may be assigned by the Superintendent.