



## Secondary Principal

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### Position Summary:

The **Secondary Principal** reports directly to the Superintendent and serves as the educational and spiritual leader for the Secondary School, grades 7-12. This position shall ensure and maintain the mission, purpose, philosophy, and standards as established by the Statement of Faith of Plymouth Christian Academy. This position shall provide vision, leadership, and supervision for the Secondary School. The Principal serves as a leader in planning, coordinating and provides oversight of school programs, student conduct, discipline, extracurricular activities, and spiritual formation to support the mission of Plymouth Christian Academy. The Secondary Principal partners with the Spiritual Life Director, Academic Director, and Administration in providing opportunities to educate the whole child through a Biblical worldview.

### Personal Qualifications:

Plymouth Christian Academy is seeking a **full-time Secondary Principal**. The qualified individual is expected to demonstrate patience, humility, integrity, and kindness while performing his or her daily duties.

### In faithful living, you are expected to:

1. Be committed to a consistent, daily walk with Jesus Christ.
2. Believe that the Bible is God's word; standard for faith and daily living
3. Model Biblical principles in attitude, speech, and actions toward others. (Luke 6:40)
4. Be Actively involved and faithful to a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. Demonstrate by example, the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
6. Agree with the school's Statement of Faith and Christian Philosophy of Education.

### Professional Qualifications:

- Bachelor of Arts in Education is required.
- Master's Degree in Educational Leadership/Administration (or equivalent) is required.
- Michigan State Teacher Certification requested.
- ACSI Certification in Educational Administration (or ability to obtain) is required.
- Knowledge and experience developing an academic Master Schedule.
- Minimum of 6 years classroom teaching experience.
- A minimum of 3 years' school administrator experience.
- Christian School leadership experience is preferred.
- A strong commitment to the philosophies and mission of Plymouth Christian Academy.
- Reflect the purpose of the school, which is to honor Christ in every class and activity.
- Excellent interpersonal skills interacting with children, parents, and colleagues.



- A personal faith in Jesus Christ as one's personal savior.
- Membership at Calvary Baptist Church upon application or within one year of hiring.
- Excellent written and verbal communication skills.
- Effective organizational skills.
- Continuing professional development.
- Strong analytical skills are preferred.
- Excellent computer literacy skills – proficiency in use of Microsoft Suite/spreadsheets etc.
- Flexibility and dependability.

### **Job Responsibilities:**

#### **Essential Functions**

The Principal shall...

- Model Christ in word and deed.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Cooperate with the Regent Board and administration to implement all policies, procedures, and directives governing the operation of the school.
- Supervise the Department Heads and Secondary Teachers.
- Performs regular informal observations and formal annual Secondary Teacher and staff evaluations.
- Collaborate with the Superintendent and academic director in planning, developing, implementing and leading the school curriculum and activities.
- Partner with the Superintendent to develop and manage a budget that supports the Secondary School program.
- Collaborate with the Academic Director to provide opportunities for professional development and professional learning community for faculty and staff.
- Perform all other duties as assigned by the Superintendent.

#### **Curriculum Development**

- Manages all aspects of the Secondary School, including academic Master Schedule(s).
- Collaborate with the Academic Director and Department Chairs to plan academic programs including curriculum, purchase of materials/equipment, scheduling of courses, and evaluation of Secondary programs.
- Ensure Biblical integration and the Christian philosophy of education throughout the curriculum and activities.
- Mentor Teachers and support them to teach all subjects from a biblical perspective.
- Oversee the instructional program and create an atmosphere in which students are stimulated to achieve their potential.
- Ensure a school climate which is conducive to creative teaching, student learning and self-discipline.



## **Recruitment**

- Partner with Human Resources to recruit, interview and select new Teachers.
- Facilitate intake interviews with parents and students.
- Collaborate with the Superintendent to promote the school throughout the community.

## **School Culture/Climate**

- Develop a school climate which supports growth in self-discipline and encourages school regulations and policies.
- Assist Teachers in the development of strategies for managing a classroom.
- Counsel with teachers and students when behavior concerns persist and confer with parents, when necessary.

## **Communication**

- Communicate with the parents of secondary school students regarding school programs, student development and school activities.
- Lead Secondary school communication strategy to ensure student concerns, suggestions, and proposals are communicated and considered.
- Assist Superintendent in communicating expectations to staff and faculty during staff orientation.
- Meet regularly with the administrative leadership team.
- Ability to provide communication to parents and staff using various digital platforms, such as Microsoft Teams, email, Newsletters, etc.

**Note: School policy requires that each successful applicant be free of past serious legal infractions as determined through criminal records check with local, state, and federal law enforcement agencies.**