

## **Calvary Christian Academy – Secondary Principal**

### **Job Description:**

The candidate will provide overall leadership for CCA in the Junior and Senior High in the areas related to academics, extra-curricular programs, and staff oversight. This is a full-time salaried position.

The candidate will 1) manage day-to-day activities of CCA's Junior and Senior High, 2) communicate regularly to staff, students, and families, 3) ensure JH/SH policies and procedures are being followed, 4) observe, train, and supervise JH/SH faculty and staff and 5) work across ministries at Calvary to promote CCA and its programs.

### **Personal Qualifications:**

The Secondary (JH/SH) Principal must be a born-again believer, an active member of Calvary Baptist Church, and a proven collaborative leader.

### **Reports to:**

CCA Administrator

### **Major Responsibilities:**

- As a member of the CCA Administrative team, lead Junior and Senior High efforts.
- Understand the vision and assist CCA Administrator in executing the mission of CCA.
- Establish and clearly communicate performance goals and objectives for all CCA JH/SH staff.
- Work with CCA Administrator to develop academic and extra-curricular programs.
- Observe/mentor JH/SH teachers and monitor JH/SH students for progress.
- Work with CCA Administrator on JH/SH scheduling, enrollment, curriculum, and standardized testing.
- Manage all JH/SH staff duties (hall duty, lunch duty, etc.)
- Handle JH/SH discipline issues and take appropriate issues to Discipline Committee.
- Serve as a member of the Discipline Committee.
- Model leadership at programs, athletic events, school functions, etc.
- Oversee JH/SH Athletic Program and supervise CCA Athletic Director.
- Assist AD by supervising at home JH/SH athletic events when needed.
- Oversee class functions (class officers, class sponsors [including senior trip, eighth grade trip, fundraising activities], field trips, parties, etc.)

### **Expectations:**

- Visit classrooms and observe teacher methods.
- Foster and protect an environment of unity and Christlikeness among the staff.
- Join a network of other professional educators to enhance professional development in Christian education.
- Provide and maintain a safe environment for learning.
- Run JH/SH Staff Meetings.
- Pray regularly for students and families in the school and community.