

Secondary Assistant Principal Job Description

PURPOSE

The qualified individual is committed to fulfilling our mission within our community of students and families. Reporting to the Secondary Principal, this is a full-time year-round position. The position includes leadership of the middle and high school faculty and staff on a day-to-day basis and must lead first, and before all things, spiritually. A servant's heart, a vision for the school, a love for children of all ages, strong communication skills, an appropriate sense of ownership of the organization, and a passion for Christian education are essential qualities in addition to leadership and educational qualifications. From time to time, additional duties may be assigned by the principal or school administration as needed.

ESSENTIAL FUNCTIONS OF THE POSITION

- Assist the school principal in overall administration of instructional program and campus level operations in a manner that supports a learning environment that maximizes the potential of each student. Coordinate assigned student activities and services.
- Interact with Students and Parents
 - Participate in the re-enrollment process and troubleshoot parental concerns
 - Regulate and enforce discipline
 - Set up conferences with faculty and staff to address parental concerns
 - Ascertain that student records and transcripts are adequate, accurate and administered legally with the counselors office
 - Ensure effective teacher/parental partnering through timely and proactive communication with parents in support of student behavioral and academic success (posting of assignments, grades, conferencing, etc.);
- Miscellaneous
 - Assist with enlarging the vision and mission of Northland Christian School;
 - Keep the Administration adequately informed of serious student issues;
 - Recognize the need for good public relations and represent the school in a favorable and professional manner to the school's constituency and the general public;
 - Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration;
 - Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and Administration;
 - Know the procedures for dealing with emergency situations.

SUPPLEMENTAL FUNCTIONS OF THE POSITION

- Supervise extracurricular activities, organizations, and outings as assigned;
- Utilize educational opportunities and evaluation processes for professional growth;

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- Provide input and constructive recommendations for administrative and managerial functions in the school;
- Support the broader program of the school by attending extracurricular activities when possible;
- The employee agrees to abide by the regulations set forth in the *Faculty-Staff Handbook* and the *Parent-Student Handbook*, as well as any additions made during the year. The employee agrees to cooperate in every way with the school administration and to adhere to the policies adopted by the Northland Christian School Board of Trustees.
- The employee will arrive at school at the scheduled time, cover extra duties such as lunchroom supervision or activity-schedule events and assemblies, submit attendance for each class period, follow the instructions in the lesson plans, and communicate with the teacher about incomplete work or other helpful information.
- If applicable, employee agrees to provide documentation for all state and school medical requirements for the position with the Head of School's office before the start of the school year.
- Upon request, the employee agrees to submit to a physical examination (including random drug testing) by a licensed physician at the school's expense and furnish the school with a copy of the physician's report.
- Upon request, the employee agrees to submit to a criminal background check through an entity selected by the school, and the school is to receive a copy of the results directly from that entity.
- The employee acknowledges that he/she is or will become fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.
- Perform any other duties that may be assigned by the Administration.

REQUIRED SPIRITUAL QUALITIES

- The employee affirms that, as part of the qualifications for this position, he/she is a Christian and believes that Jesus Christ is the Son of God.
- The employee recognizes and affirms that all employment positions at Northland Christian School are part of a Christian ministry.
- The employee will faithfully attend and support a local church and provide the school with a verification of good standing from their local church upon request.
- The employee will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils and as an example to parents and fellow staff members in judgment, respect, and Christian living. This is not limited to, the refraining from such activities as the use of illicit or illegal drugs, and the use of profane and vulgar language, which are grounds for termination.
- The employee will strive at all times to understand, appreciate, love, and serve the pupils entrusted to him/her and will do the best of his/her ability to provide for their fullest spiritual, intellectual, physical, and emotional development.
- The employee possess sufficient Biblical knowledge to successfully integrate Scriptures and fundamental Biblical principles in order to instruct students through the lens of a Biblical worldview.
- The employee agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 with regard to his/her peers/school administration, and school board. All differences are to be resolved by utilizing Biblical principles-always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).
- The employee agrees that the Bible dictates standards of sexual behavior. Any heterosexual activity outside of marriage (premarital sex, cohabitation, extramarital sex) (Hebrews 13:4, Ephesians 5:3, I Thessalonians 4:3-8), homosexual activity (Romans 1:24-27, Leviticus 20:13), sexual harassment (I Thessalonians 4:3-7, Ephesians 5:3-5), possession or habitual, deliberate viewing of pornographic material and websites (I John 2:16, Matthew 5:28), sexual abuse or improprieties toward minors

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(Luke 17:1-2) or other inappropriate sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a Christian role model and is grounds for immediate termination.

- The employee will
 - Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling;
 - Lead students to a realization of their self-worth in Christ and assist them in making positive life choices;
 - Integrate Biblical principles and the Christian philosophy of education throughout all activities;

ESSENTIAL PERSONAL QUALITIES

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task;
- Demonstrate the qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, punctuality, organization, and professionalism;
- Meet everyday stress with emotional stability, objectivity, and optimism;
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and agreement with school policy;
- Use acceptable English in written and oral communication;
- Speak with clear articulation;
- Respectfully submit and be loyal to constituted authority;
- Notify the administration of inability to support any policy;
- Refuse to use or circulate confidential information inappropriately;
- Place administrative ministry ahead of other jobs or volunteer activities;
- Make an effort to appreciate and understand the uniqueness of the community.

WORK EXPERIENCE REQUIRED

Minimum of 5 years teaching experience and 3 years school administration preferred.

EDUCATIONAL EXPERIENCE REQUIRED

- Master's degree required;
- Licensure by a state and/or regional accrediting agency required.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The work environment at Northland Christian School is one typically found in a school setting. Duties are typically performed in a setting commensurate with the teaching assignment. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position. The physical demands of the position are ones typically found in a school setting.

The employee must have the ability to:

- Sit and stand for extended periods of time;
- Lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds;
- Frequently move about inside campus buildings and outside on the grounds;

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- Exhibit manual dexterity to enter data into a computer;
- Possess close vision, distance vision, and depth perception;
- See and read a computer screen and printed material with or without vision aids;
- Stand, reach, balance, stoop, kneel, crouch, and crawl;
- Hear and understand speech at normal classroom levels;
- Speak in audible tones so as to be understood clearly in normal classrooms

DISCLAIMER

Requirements stated herein are minimum levels of skill and/or abilities to qualify for the position. This document does not in any way create an express or implied contract of any kind, or change the nature of your at will employment. Northland Christian School has the right to revise this job description at any time. This job description is not a contract for employment, and either the employee or the employer (NCS) may terminate employment at any time for any reason.

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