**Headmaster/Secondary Principal Job Description**

**Position Category:** Administrative – 12 Month

**Reports To:** School Board

**Responsible For:** Managing the daily operation of the upper school (7-12) providing oversight to the lower school (K-6); supervises all teaching staff.

The Headmaster (principal/administrator) is the chief academic officer, appointed by the school board, to implement the vision/mission and educational operating policies of the school. Accountable to the School Board the Headmaster is the spiritual and educational director who provides day-to-day direction and operational practices that represent a consistent and effective model of integrity, efficiency, and accountability. In addition, the Headmaster performs and/or directs all other duties as, from time to time, may be assigned by the School Board. The chief administrator is the visionary of the school.

**Spiritual Qualifications:**

* Publicly profess to be a believer in Jesus Christ and has a lifestyle that reflects maturity and intimacy with God
* Has an authentic and growing relationship with Jesus Christ as evidenced by a strong, clear personal testimony
* Possesses personal humility
* Is a servant-leader whose conduct exemplifies Biblical principles
* Is Committed to “God’s Way” of actualizing the vision of “Academic Excellence”
* Committed to the mission of achieving excellence by education for the students, spiritually, morally, and academically through cultivating Christian values and promoting Christian service
* Has a genuine excitement and passion about Christian leadership
* Lead, in a godly manner

**Professional Qualifications:**

* The minimum education requirement is a Master’s degree in education administration/supervision or the equivalent
* Has at least three (3) years of experience in educational administration
* Experience in Christian school administration desirable, but not required
* Demonstrates supervisory leadership

**Personal and General Qualifications:**

* Ability to create and lead effectively in a team environment
* Ability to mentor other leaders, build teams, and create a supportive work environment
* Is confident – an inclusive decision-maker when confronted with challenging issues and concerns
* Possesses enthusiasm, and demonstrates appreciation and commitment to the school’s mission
* Possesses proven strength in interpersonal skills and human resource management
* Has a natural talent to meet people easily and cordially; comfortable with people representing diverse backgrounds
* Possesses a professional demeanor, while at the same time, develops close relationships with parents, staff, and community
* Has a healthy level of self-confidence combined with biblical humility
* Ability to think strategically and to analyze complex situations
* Is a problem-solver who can engage appropriate parties in the development and implementation of solutions
* Possesses insight into contemporary culture and the challenges facing families, youth, and Christian education
* Is an innovative practitioner of ways to invoke educational programs and administrative processes that engage parents and staff while fostering desired student outcomes
* Ability to extend beyond philosophy and theory to invoke practical application

**Duties and Responsibilities:**

Educational Leadership and School Management

* Provide leadership to a planning process designed and intended to assure the school’s readiness and ability to provide a sound, relevant, and spiritual educational experience for students
* Leads the faculty and School Board in planning for the school’s continuing educational growth and spiritual maturity as a highly respected Christian institution
* Oversees all academic, extra curricula, and student programs to achieve a complete Christian education experience
* Establishes and promotes goals for faculty and staff that result in every student achieving to his/her fullest academic and personal potential
* Recruits teaching and administrative personnel whose philosophies match those of the school
* Develops and applies strategies to improve faculty and staff professional development, salaries, and benefits
* Develops on a consistent basis and implements a positive reinforcing system for evaluating effective teaching, strengthening the curriculum, and encouraging professional development
* Provides the leadership and management skills necessary to maximize the efforts of teachers and students in an environment conducive to spiritual and educational enhancement, growth, and achievement
* Evaluates virtual and technological education as a tool for enhancing the academic offerings of the school
* Remains abreast of educational trends

Communication

* Serves as the primary spokesperson for the school
* Is committed to maintaining excellent relationships with parents, faculty, staff, students, school board, and Administrative Team of the school
* Maintains effective and best practices and open communication with all school stakeholders
* Promotes a warm Christ-centered atmosphere within the school
* Maintains a high profile by being visible and attending school events to build awareness, strengthen parent relations, and encourage support of the school
* Serves as the instructional leader of the school by providing leadership in curriculum development and implementation
* Provides strong, collaborative leadership to ensure consensus on future direction
* Is involved in the daily life and activities of students by personally recognizing their achievements and sharing in their successes, as well as their problems and concerns

Organizational Setting

* Ensures compliance with accreditation and school membership agencies
* Establishes objectives and procedures to ensure operational efficiency
* Ensures compliance with local, state, and federal agencies and guidelines
* Ensures staff collaboration and cooperation with facilities management and other facility users as it relates to the physical use and maintenance of the school’s buildings and grounds
* Develops, maintains, and updates as required, a School Safety Plan (Crisis Management)

Other Duties and Responsibilities

* Implements and establishes school policies and collaboratively reviews and makes recommendations for change to the school board
* Keeps the school board fully informed of critical needs as they affect educational and administrative operations
* Reviews and approves PTF efforts
* Supports the development, goals, and objectives of the school
* Monitors, supports, and guides the activities of the PTF, Booster Club, and other parent volunteer groups designed to escalate parent support in identifying and supplementing the needs of the school
* Collaboratively establishes and meets performance goals and objectives of the school board