



# CHRIST PREP ACADEMY



## **Principal**

**Reports to:** School Board, hereinafter referred to as the “Board” via its Board Chairman

**Evaluation:** Principal performance will be evaluated in accordance with provisions of the Board’s policy on evaluation of professional personnel and this job description.

**Status:** Full-time

**Application:** Please send an email to [sstamatis@christprep.com](mailto:sstamatis@christprep.com) for the link to our complete application.

**Questions:** Please refer all questions to Shane Stamatis at [sstamatis@christprep.com](mailto:ssstamatis@christprep.com)

### **Job Description**

Christ Prep Academy ("CPA"), a University-Model® School has an opening for school Principal. CPA is dedicated to Partnering with parents and the church to prepare college and career ready disciples of Christ who know, love and compassionately speak the truth - men and women who stand firm in their faith while impacting the world around them.

The Principal of CPA will oversee, administer, and lead in the operation of the school. The Principal will lead the implementation of the strategic plan and vision of the Board of Directors of CPA. The Principal shall be responsible for crafting the culture, administering the daily operation, and guiding, directing, and developing the staff of CPA.

### **Relationship with the Board**

The Principal is charged with the responsibility of interpreting and translating the executive limitations set forth by the Board into operational procedures within a Policy Governance Model. Authority is delegated to the Principal by the Board for the day-to-day operation of the school. The Principal should provide leadership to the school, report to the Board, represent the Board to the staff of the school and the staff to the Board, and provide reports on the operations of the school. A relationship of trust and respect must exist between the Principal and the members of the Board as all seek God’s wisdom and direction for the school.

In addition to the individual members of the Board, the Board consists of committees established to bring recommendations to the Board for required action at scheduled or special meetings. The Principal and/or the appropriate designated administrative official are responsible for providing each committee with administrative recommendations required for the committee to formulate its recommendations to the Board.

The Principal may also be required to participate in board level committees.

The following areas of responsibility are delegated to the Principal by the Board to be carried out in conjunction with administrative team members and appropriate Board committees. These areas may form the basis for an administrative evaluation instrument.

### **General Responsibilities**

The below responsibilities are expected to be characteristic of the Principal. This is not intended to be a detailed or timeless job description but instead is provided to give potential applicants a sample of the typical expected Principal responsibilities. In addition, many of these responsibilities may be delegated as appropriate.

### **Spiritual**

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes.
- Implements “body-life” principles as they relate to the spiritual well-being of students, parents, and staff.
- Follows the principles of Matthew 18 in dealing with students, parents, administration, and staff.
- Shows support for the role of parents as primarily responsible before God for their children’s education and assists them in the task.
- Encourages students to accept God’s gift of salvation and grow in their faith.
- Emphasizes to students the reality of their self-worth in Christ.

### **Personal**

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets everyday stress with emotional stability, objectivity, and optimism.
- Exercises friendliness and consideration, treating students without partiality.
- Submits respectfully and is loyal to constituted authority.
- Maintains a personal appearance that is a role model of cleanliness, modesty, and good taste.
- Uses acceptable English in written and oral communication; speaks with clear articulation.
- Holds colleagues in highest esteem and does not negatively speak of them to others.
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.
- Recognizes the need for good public relations; represents the school in a favorable and professional manner to its constituency and the general public.
- Demonstrates an appreciation and understanding of the uniqueness of the local community.

### **Professional**

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
- Accepts a share of responsibility for extracurricular activities as assigned.
- Utilizes educational opportunities and evaluation processes for professional growth.
- Is teachable and seeks the counsel of colleagues and other professionals.
- Provides input and recommendations for administrative and managerial functions in the school.
- Attends and participates in scheduled devotional, committee, and staff meetings.
- Demonstrates knowledge of procedures for dealing with emergencies.

- Contributes to the general improvement of the school program.

**Leadership responsibilities:**

- Provide leadership in the accomplishment of the spiritual mission of CPA. Establish clear lines of authority, assign personnel, and develop job descriptions. Provide leadership in obtaining and maintaining accreditation.
- Oversee the development of yearly calendars and maintain the schedule of all school events. Resolve problems in coordination with administrative staff.
- Obtain CSI, ACSI, or ACTS Certification at the highest level possible.
- Attend appropriate professional meetings.

**Board responsibilities:**

- Administer CPA in accordance with the philosophy, policies, and procedures adopted by the Board.
- Facilitate the work of the Board and CPA administration by the submission of requested reports, documents, suggested policies, etc. for the operation of CPA
- Communicate all key issues to the board in a timely manner.
- Fulfill all other duties assigned by Board action which assure the successful operation of CPA. Attend all Board meetings.

**Supervisory responsibilities**

- Direct the daily operation of the school through supervision of staff, coordination of activities and setting the tone for a quality educational program.
- Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff, etc. Schedule and facilitate Administrative Team meetings.
- Oversee and evaluate all staff personally or in conjunction with their supervisor.
- Provide for administrative staff development, retreats, etc.
- Provide supervision of teaching staff, improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
- Plan with administrative staff and participate as required in teacher orientation sessions. Carry out the annual updating and printing of the Staff Handbook.
- Maintain professional relationships with and among faculty especially in the application of Matthew 18 in problem resolution.
- Keep a personnel file on each staff member.

**Communication responsibilities:**

- Meet regularly with the administrative team to ensure coordination of programs and problem resolution.
- Develop and disseminate school policy manuals for staff, parents, and students.

**Financial/Budget responsibilities:**

- Authorize contracts to agencies or persons outside the school, as required by Board policy. Authorize all purchases and payroll time sheets.
- Prepare and monitor annual budgets and communicate this to the Board.

**School/Student responsibilities:**

- Establish and implement procedures for the admission of students. Oversee the

development, recruiting, and marketing efforts of the school.

- Coordinate activities of all-school functions, in-service programs, parties, etc. Work with problem resolution, parent education and parent prayer activities. Oversee and participate in staff devotional times.
- Oversee all special projects, such as building programs, special services, outreach events, class trips, concerts and programs, staff convention trips, etc.

### **Annual Evaluation**

The Board shall annually assess the performance of the Principal. This report shall be presented in writing by the Board Chairman at the February Board meeting.