



Secondary Principal Job Description

Crossroads Christian Academy

Job Goal:

The Secondary Principal must be knowledgeable of and assume responsibility for the effective and efficient operation of the total 6th -12th grade program, upholding the vision, mission and core values of Crossroads Christian Academy (CCA). S/he must perform the duties and responsibilities of this position to the ultimate benefit of the entire spiritual/educational program. The Secondary Principal, as the administrative and instructional leader for this division, will provide leadership in the operation and growth of the school and will establish and maintain a caring, productive, Christian environment for students and faculty.

Line of Authority:

The Secondary Principal reports directly to the Director. S/he serves as a member of the administrative team and accepts responsibilities as identified by the Director.

General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Hold a Master's degree in the field of education (administration or curriculum preferred) from an accredited institution as well as possessing a principal's certification from ACSI (or ability to attain one within the first two years of hire).
- Have successfully demonstrated leadership ability for a minimum of two years and classroom experience of at least three years.
- Have experience with accreditation.
- Have experience with writing curriculum guides and scope and sequence documents.
- Have experience monitoring and mentoring teachers.
- Have experience in the international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.
- Be able to embrace new concepts and technology

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Encourage staff to actively pursue Christ and to grow in their daily walk with Him.
- Follow the Matthew 18 principle in interactions with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Be available for prayer and counseling as needed by parents, teachers, and students.
- Be involved with the devotional and prayer time with the faculty.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

Administrative Responsibilities:

Personnel

- Maintain healthy communication with faculty and staff members.
- Update faculty and staff regarding policy and procedures.
- Make recommendations to the Director regarding contract renewals and dismissals.
- Consult with director on areas of recruiting and hiring new secondary teachers.

Supervision

- Plan and provide portions of teacher orientation (for new and returning staff), secondary teacher in-service, and end-of-the year checkout routine.
- Appoint and direct staff regarding extra-curricular activities and duties beyond classroom responsibilities (lunch duty, chapel, directed studies, special assemblies, etc.)
- Lead secondary department meetings and submit all agendas and minutes to the Director, including meeting regularly with the faculty for planning, communication, and goal setting.
- Complete at least one, written, formal observation of all secondary teachers (more for new teachers) which would emphasize the use and implementation of curriculum, classroom management, and the quality of the learning environment.
- Provide leadership to teachers for evaluation and upgrade of curriculum and programs.
- Direct various communications to the appropriate staff or department.
- Direct and appropriate (and/or recommend to the Director) all items/provisions necessary to ensure teaching environment where teachers have everything necessary to successfully carry out the curriculum requirements (physical plant, student desks, supplies, curriculum support, etc.).
- Encourage staff development to improve the effectiveness of the instructional program.
- Assign a current teacher to each new teacher as a mentor.

Instructional Leadership (6th – 12th Grades)

- Develop and maintain a strong academic program, curriculum, and teaching staff.
- Schedule and prepare professional development activities/topics for the staff.
- Guide the faculty in continuous curriculum evaluation and development.
- Lead the staff in appropriate biblical integration.
- Review lesson plans weekly. Give feedback as appropriate.
- Monitor Curriculum Trak for secondary classes.

Student Responsibilities

- Interview secondary students who are in the admissions process and give input to the Registrar/Admissions Counselor. Serve as a member of the Admissions Committee.
- Supervise the professional management of secondary student records (report cards, progress reports, etc.).
- Assist in student guidance and counseling as needed.
- Supervise and support the teaching staff to insure appropriate and consistent student discipline/behavior to foster a valid teaching/learning environment.
- Oversee secondary discipline.
- Be available for parent meetings, phone calls, etc. Answer email messages in a timely manner.
- Initially assess students who are struggling and develop a plan of action.
- Oversee October Parent/Teacher Conferences for secondary.
- Work with the Spanish Coordinator on Spanish class placements.
- Oversee Honor Roll and Academic Warning.

Public Relations

- Develop and maintain a good rapport with parents, students, and leaders in the community.
- Participate in community activities and service/outreach when and where practical

- Assist in the raising of capital or equipment for school projects, development, etc. in accordance with school policy (i.e., Walk-a-thon).

Buildings, Grounds, and Maintenance

- Supervise appropriate and satisfactory use of the school property and facilities
- Receive from teachers and turn in all necessary maintenance request.
- Communicate well with the CBC church staff regarding shared building space. Reserve all rooms in advance.

Budget

- Oversee the secondary classroom budgets, classroom supplies, and curricular supplements.
- Oversee ordering of secondary supplies and distribution to classrooms.

Board

- Cooperate with other administrators in carrying out all board policies and procedures.
- Provide a secondary report prior to each School Board meeting via the Director's Report.

Assessment

- Provide resourcing, as necessary, for quarterly report cards.
- Oversee, and if necessary, carry out TerraNova3 Testing in April each year. Assess results with teachers.
- Assist with AP Testing

Ordering

- Oversee, receive, and collate all secondary annual orders.
- Help with ordering as it relates to teacher supplies.

General Duties

- Attend all meetings scheduled by the Director.
- Assist the Director in accreditation review tasks.
- Consult and make decisions in a spirit of cooperation with other administrative team members to assist in developing general daily operations, procedures, and policy.
- Field questions from staff and parents regarding policy issues and interpretation.
- Approve and submit secondary calendar items/activities.
- Plan the secondary master schedule.
- Oversee the planning of senior graduation.
- Help to coordinate student teachers in the secondary grades and provide feedback as requested.
- Work with substitutes when they arrive and also be prepared to substitute in emergency situations.