

Expanded Job Description: Principal

Summary

1. **Purpose:** to lead and manage SCA
2. **Expected Results:** that SCA would be a vibrant, growing, learning epicenter operated in a financially responsible manner where students engage at spiritual, intellectual, and social levels.
3. **Autonomy:** Works within the parameters set by the board to lead and operate a healthy school

Essential Functions

Board Interaction

- Attends and participates in regular board meetings
- Accountable to the board for executing SCA's strategic plan and objectives within stated parameters
- Furnishes regular updates on SCA's progress on our plans as needed

Environmental

- Leads the staff in a servant-hearted manner
- Actively disciplines the staff and students
- Effectively communicates SCA's values, education philosophy, and strategic objectives to staff, families, and community

Educational

- Integrates biblical teaching & characteristics throughout the entire school (i.e. curriculum, policies, philosophy, etc.)
- Executes towards the educational philosophy as stated by the board
- Determines curriculum to achieve long term educational goals for students
- Supports and trains teachers to reach the highest performance standards, and in accomplishing their educational/teaching objectives, lesson plans, and creating healthy learning environments
- Ensure that SCA meets necessary accreditation standards and requirements

Operational

- Design the annual plan and corresponding budget
- Operate within approved financial limitations
- Oversight of the H/R functions (i.e. hiring, benefits, staff policies, etc.)
- Develop and execute organizational systems and processes to support students and families as well as SCA's vision, values, and goals

- Partner with parents and Board members in successful fundraising and development activities
- Build enrollment to at least projected levels
- Maintains a safe campus through effective policies, education, and training

Non-Essential Functions

- Provides ongoing team building and training forums for staff
- Develop and mobilize a vibrant volunteer base
- “open door” policy with staff, parents and prospective families
- Logistically maps class offerings and schedule
- Maintain a healthy relationship with facility owners

Knowledge, Skills and Abilities

- A strong spiritual leader/mentor with a personal faith and active relationship with Jesus Christ.
- Able to comfortably communicate (written and verbal) with precision and poise in various settings
- A serious scholar, with a love for life-long learning
- Have a love for, and firm grasp of, how students learn and develop.
- Proven track record as a visionary, able to inspire and motivate others to excel in the high calling of teaching, serving as a mentor to the teachers.
- Have excellent relational and conflict resolution skills.

Management

- Teachers
- Office staff

Decision Making:

- Determine/ recommend when existing programs or events will be eliminated
- Approve/recommend the addition of new programs or events
- Approve guest/volunteer speakers, teachers, presenters
- Approve/recommend and oversee new projects
- Approve field trips and service projects
- Make administrative-level discipline decisions
- Make financial decisions/recommendations regarding tuition payment situations
- Make enrollment decisions

Minimum Qualifications:

- Have an Administrator’s credential or comparable training

- Show evidence of ongoing training and personal/professional development
- Have a varied background in teaching and leading