

Whittier Christian High School

Title: Principal

Reports to: Head of School

Exempt Position: Full-time M - F (12 months)

Range: \$90,000 - \$120,000

Job Summary:

The High School Principal position provides leadership for the entire school as well as manages the day-to-day operations of the school. The principal also oversees Curriculum and Instruction, IT Services, Food Services, and Safety/Security on Campus including the Emergency Action Plan (EAP).

Duties/Responsibilities: Leadership to Faculty

- Direct and manage day-to-day operations on campus related to students and teachers
- Provide Professional Development for faculty throughout the year
- Plan and coordinate the New Teacher's training
- Mentor New Teachers
 - Classroom Management
 - Curricular issues
 - Lesson Planning
 - General concerns
- Conduct formal and informal observations to ensure curriculum is being followed, students are being supported and a safe and effective environment is being provided
- Conduct annual evaluations of Office Support and Direct Reports
- Provide leadership for the Academic Senate. Set up monthly meetings and agenda
- Provide leadership for all teachers
- Collaborate with department chairs to improve and develop curriculum
- Collaborate with Head of School to oversee school's program of instruction
- Be a liaison between teachers and parents to settle grievances that arise
- Lead process of hiring teachers and support staff
- Help develop, maintain, and use information systems to track progress on campus performances objectives and academic excellence indicators
- Work alongside the Dean of Students to address major discipline infractions
- Organize summer school starting late April/early May
 - Determine course offerings
 - Secure teaching staff
 - Assign rooms to each class and give to registrar
 - Give HR a list of classes, teachers, and pay
 - Connect with CLEAR about Schoology accounts, and email addresses
- Administer summer school session
 - Supervise instructors/instruction
 - Handle disciplinary issues

- Prepare for the upcoming school year during summer including scheduling of campus supervision and weekly staff devotions
- Plan Back-to-School Orientation for teachers/staff
- Plan Wrap Up Day for teachers/staff
- Follow up with teachers on ACSI certification; get list from HR
- Create and maintain an active substitute list

Duties/Responsibilities: Administration/Leadership Team

- Serve as part of the administrative team in the strategic planning vision for the school
- Serve alongside Head of School to recruit, interview, and hire applicants for teaching positions
- Serve as Head Administrator in absence of the Head of School
- Oversee and support Dean of Students in Student Activities and Discipline
- Manages the food service contractor and works with CFO on contract negotiations
- Supervises security staff and is responsible for the safety/security on campus
- Responsible for developing and implementing the Emergency Action Plan
- Responsible for IT (CLEAR) and approving software/hardware purchases for faculty and WCHS

Required Spiritual Qualities:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice
- Believe and actively support the school's **Statement of Faith** (attached)
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40
- Evidence the fruit of the Spirit in dealing with people
- Share the Christian faith with others
- Have a Christ-centered home
- Actively participate in a local Bible-believing church

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Ability to keep confidential information secure and private
- Ability to build positive relationships with students, parents, and staff
- Understand educational policies
- Strong leadership skills

Education and Experience:

- Bachelor's degree in Education or related field; master's degree preferred
- At least three years of experience in a classroom setting

- At least three years of successful administration experience preferably in a Christian School
- Hold an ACSI Certificate
- Demonstrate a reasonable level of computer and software literacy. Basic proficiency is needed in word processing, spreadsheets, Schoology, and Aeries or related programs

Physical Requirements:

- This type of work will involve walking, standing, or sitting for an extended period.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved
- Must be able to lift up to 15 pounds at times

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Supervisor: _____ Date: _____

Employee _____ Date: _____

WCHS Statement of Faith

We believe . . .

1. The Bible is the Word of God, divinely inspired as originally given, inerrant, the only infallible rule of faith and practice (II Timothy 3:15, II Peter 1:21).
2. God is Triune --- one eternal God existing in three separate and distinct persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered, and died on the cross as an atonement for our sins. He arose bodily from the dead, ascended into heaven, now sits at the right hand of God as our mediator, and is one day coming again visibly in power and glory to earth as revealed in the Bible (John 10:33, Matthew 1:23, Luke 1:35, I Corinthians 15:3, Mark 16:19).
4. Man was created in God's image and being descended from Adam by ordinary generation, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9).
5. Regeneration by the Holy Spirit is absolutely essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death (John 5:28-29).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Board of Directors holds final interpretive authority on biblical meaning and application regarding faith, doctrine, policy, practice, and discipline.

As members of the Association of Christian Schools International, we endorse their statement of faith and their stated position on religious organizations. We have provided these below for your additional understanding of our spiritual stance in today's Christian community.

ACSI Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1

Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).