

Job Type: Full-time, contract, 12 months

Reports to: Director

Supervises: Teachers and volunteers

Overview

The Principal will serve as a member of the CCA Administrative Team and will accept responsibilities as identified by the Director. The Principal will mainly work in the office, but may also be called upon to teach classes as necessary. He/She will help CCA maintain a high academic standard. This includes helping the teachers to grow professionally, while also collaborating as a member of the CCA Administrative Team to guide curriculum decisions, student progress, and teacher accountability.

Spiritual Qualifications

- Demonstrates a wholehearted commitment to Jesus Christ and a consistent daily walk with Him
- Models Christlike attitudes, speech, and actions in personal and professional life
- Actively involved in a local evangelical church
- Fully affirms and supports the school's Statement of Faith, Core Values, Mission, and Vision
- Commits to regularly praying for the school community and activities

Personal Qualifications

- Integrity, discretion, and spiritual maturity
- Dependable, teachable, self-starter; ability to meet deadlines and follow through on tasks
- Missional mindset, servant's heart, and teamwork mentality
- Lifelong learner, always seeking to learn new skills and knowledge
- Approachable and adaptable, earning the trust, confidence, and respect of the school and local community
- Strong interpersonal skills and professionalism, remaining calm under stress

Professional Qualifications

- Advanced degree in educational leadership or a relevant field
- Experience in curriculum and instruction and/or administration (Christian education setting preferred)
- State Teaching License and/or AACIS/ACSI certification
- Ability to articulate a clear, concise philosophy of Christian education
- Experience facilitating collaboration across school divisions and content areas
- Excellent oral and written communication; proficient in Microsoft Office

Primary Responsibilities

A. Academics

1. Monitor content standards and revise as necessary
2. Order standardized testing materials, oversee testing week, and analyze student testing data
3. Review report cards/progress reports before they're sent out. Address any concerns with teachers.
4. Student progress monitoring – work with Student Success Coordinator, teachers, parents, etc. to implement academic improvement or enrichment plans when needed.
5. Work with Director to streamline academic processes and implement new systems to improve CCA's academic standards and performance, including assessments, parent communication, lesson planning, grading, etc. (lesson plan formats, teacher reports, bulletin board standards, etc.)
6. Responsible for New Student Testing

B. Professional Development

1. Stay current in trends in education through professional readings, seminars, workshops, and conferences
2. Assess teacher needs and work collaboratively to develop an individualized professional growth plan for each teacher
3. Observe classroom instruction to provide feedback for encouragement, guidance, assistance, and improvement
4. Assist the Director in guiding research, development, implementation and evaluation of orientation and professional development. Include sessions on:
 - a. Biblical integration
 - b. Instructional practices, techniques, and strategies
 - c. Classroom management
5. Facilitate weekly teacher meetings
6. Act as a sounding board/support system for teachers when it comes to classroom management, lesson planning, activities, time management, curriculum implementation, etc.

C. Curriculum

1. Ensure that curriculum and instruction are based on biblical truth, cultural sensitivity, and sound educational practices
2. Involve instructional staff in evaluating and selecting instructional materials to meet student learning needs in alignment with current standards
3. Train, assist, and support teaching staff with the implementation of curriculum, instructional materials, and new content or programs
4. Work with Director and Business manager to order all necessary curricular materials and resources within budget allocation
5. Provide instructional staff with necessary resources and materials to accomplish curriculum and instructional goals
6. Coordinate systematic reviews of the entire curricular program including philosophy, goals, mapping, standards, instructional strategies, and program effectiveness

D. Miscellaneous

1. Maintain open, professional, constructive dialogue with the Director
2. Manage student discipline according to the policy. Request Director support as needed.
3. Assist in reviewing applications and hiring new teachers
4. Work with Director as needed on any admissions cases with special academic needs
5. Assist Director with creating the academic calendar and developing general daily operations, procedures, and policies
6. Cooperate with school leadership and staff in implementing school policies and procedures
7. Participate in routine and special meetings and responsibilities throughout the school day
8. Provide occasional classroom support, subbing, or other duties as needed
9. Participate effectively as part of the CCA team and positively represent CCA to the public
10. Perform other duties as assigned by the Director

This job description is intended to outline the general responsibilities of the position and may be adjusted as needed to support the mission and operations of Cornerstone Christian Academy.