

POSITION DESCRIPTION

Title: US Principal
Reports to: Head of School
Work Year: 12 months

Position Focus: The US Principal will pursue and support the mission of Cambridge Christian School and partner with the Head of School to implement its realization. The US Principal administrates the Middle and High Schools including the management of faculty and staff members and supervision of spiritual and academic programs. He/she also oversees the annual US budget and oversees daily operations including the fulfillment of any and all responsibilities/duties assigned by the Head of School.

Spiritual:

- *Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ*
- *Motivate others to accept God's gift of salvation and grow in their faith*
- *Follow the Matthew 18 principle in dealing with students, parents, staff an administration*
- *Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character*
- *Subscribe to and promote the statement of faith*

Upper School Principal Responsibilities:

PROFESSIONAL LEADERSHIP

- Manage and provide guidance and support for the US Administrative support team which includes US Assistant Principal (USAP), College and Career office, US office staff, MS Coordinator, MS Disciplinary Mentor and Department Heads.
- Recruit and maintain highly qualified faculty/staff, provide opportunities for professional growth to faculty/staff, and lead implementation of evaluation system for faculty/staff.
- Manage and delegate responsibilities/duties to all faculty and staff members.
- Serve on the Academic Team.
- Assist with professional development school wide as a member of the Academic Team and manage Rubicon Atlas for the Upper School.
- Maintain all standards required for accreditation by all accrediting bodies.
- Keep abreast of current educational practices and attend professional conferences/workshops.
- Oversee the US calendar and manage all communications to parents/students/faculty prior to their release.
- Lead all US divisional meetings, oversee morning devotions, and coordinate workshops/trainings.
- Assist with teacher certification process as needed.
- Oversee the utilization of Cambridge Christian Staff Institute (CCSI) by Upper School staff.
- Attend and assist with Upper School events.
- Manage all aspects of the daily operations of the US office.

ACADEMIC LEADERSHIP

- Implement the recommendations made by the Academic Team to the MS & US academic and fine arts programs.
- Administrate all aspects of curriculum and instruction for MS & US, to include overall direction for and coordination of MS & US curricular resources, implementation of best practices and methodology, and instructional coaching for faculty.
- Manage the US AP, MS Coordinator, and Department Heads through the acquisition and distribution of all curricular resources for the MS & US, monitor curriculum budget, guide curricular adaptation process, and oversee all communication in regard to curricular resources.
- Collaborate with the Director of Guidance & College Placement (DGCP) in the administration of each academic track, the development of all course descriptions for curriculum guide, and all college and career services.
- Guide and collaborate with the DGCP in the development of the master course schedule, teacher assignments, and the process for course selections, student placement, and student schedules.
- Oversee the coordination of scheduling standardized testing and semester exams. Provide final approval for all student semester exams, monitor project/test calendar, and uphold academic deadlines for projects/tests/reviews prior to exams.
- Collaborate with Department Heads in setting academic goals, curricular scope and sequences, course descriptions and overall course development per core subject.
- Monitor and support the faculty implementation of active learning strategies and Biblical worldview and technology integration as evidenced in Rubicon and observed in the classrooms.
- Supervise curricular work done in Rubicon (to include updating curricular maps and uploading current lesson plans), development and updating of Moodle, and professional growth through CCSI.
- Oversee the coordination of afterschool, summer, and J-term programs to include acquiring personnel, scheduling, and development of program goals and objectives.

STUDENT AFFAIRS & PERFORMANCE

- Monitor student academic performance, to include quarterly progress checks, report cards, and collaborate with faculty, the DGCP, and Educational Services Director to identify students with low academic achievement or need of counseling.
- Communicate and manage all aspects of the student disciplinary system, and monitor faculty classroom management procedures and goals.
- Ensure there is consistent implementation and follow-through of all disciplinary codes and procedures by the USAP and assist USAP with level 2 and 3 offenses as needed.
- Enforce all School Board policies and additional regulations/procedures such as outlined in the Parent/Student Handbook and other governing documents.
- Implement and monitor all health and safety regulations, and ensure there is proper supervision of students on campus at all times.
- Confer with students, parents, and teachers as needed.
- Oversee all student programs, clubs, trips, activities, events and both MS & HS chapel programs.

PUBLIC RELATIONS & ADMISSIONS

- Lead open houses for prospective US families.
- Approve all prospective student files.
- Assist admissions with new family assimilation into the CCS culture, to include meeting with new families prior to school and coordinating all communications to ensure a smooth transition into the school year.
- Impart information through Connections, newsletters to parents, or blogs as requested by Director of Communications and/or Head of School.
- Involve school and students in community activities such as competitions and service projects.

- Revise and update all US forms, communications, and Parent/Student Handbook as needed.

BUDGET & OPERATIONS

- Administrate US annual budget, submit budget projections, control budget and expending of funds by purchase orders, and determine faculty/staff stipends.
- Assess all budgetary request and program budgets and prioritize approval process within budgetary constraints.
- Oversee all physical aspects of the US campus to include all requests for classrooms and offices by faculty/staff.
- Coordinate with the Operations Director and the USAP to ensure all summer maintenance request are scheduled and a timeline has been established prior to the end of school.
- Monitor the upkeep and maintenance of the US campus.

Qualifications:

- A minimum of a master's degree in Education or related areas of supervision or leadership
- A minimum of 5 years' teaching experience and 3 years' administrative experience is preferred
- Demonstrated ability to supervise, communicate and delegate to adults and teenagers
- Strong people skills, detailed oriented, strong organizational skills, strong verbal and written communication skills
- A Christian who is a member in good standing and actively serving in a Bible-believing church