



Christian Community School Assistant Principal

Department: Administration

Reports to: Principal

Position type: PreK-12 Assistant Principal

Average hours: Full-time, following academic calendar

Salary: Based off licensures and experience

Benefits: Eligible for any benefits offered, including medical and retirement matching plan

Evaluation: Annually

Position Summary: The Assistant Principal supports the principal in providing academic, creative, and spiritual leadership for the PreK-12 school by inspiring and overseeing the academic community, protecting the school culture, implementing the vision of the school, motivating the faculty, and sustaining a Christian environment at the school. The main focus for the Assistant Principal is on the operational side of school vision and mission. This position may focus on carrying out the mission/vision of the school specifically for the lower school or upper school depending on the experience, giftings, and passion of the person in the role.

Major Responsibilities:

The Assistant Principal will take responsibility for the following items and collaborate with the Principal and Lead Teachers to ensure they are carried out:

Spiritual Leadership

- Set an example for teachers and students as a Christian role model
- Engage in and support Christ-centered discipleship with students and staff
- Ensure that student spiritual development is prioritized in line with school mission and core values
- Ensure that biblical integration within curriculum is prioritized in line with school mission and core values

Academic Leadership

Support the Principal and liaise with the Lead Teachers and Administrative staff to achieve the following:

- Ensuring academic staff are meeting goals of school curriculum with regards to standards and mission alignment
- Implement and maintain policies, procedures, and resources for curriculum cycles and master schedule development
- Ensure that school classrooms reflect an academic learning environment which reflects school mission
- Ensure that daily activities are appropriately scheduled and happening in an orderly fashion
- Ensure school safety procedures are current, reviewed regularly, communicated, and followed by staff, students, and parents
- Oversee and maintain positive student discipline in accordance with the parent and staff handbooks and behavioral policies, including expulsion and non-re-enrollment of students as necessary
- Maintain a physical presence throughout the school day with students and teachers and be present at school chapels and assemblies, attend all CCS scheduled events and fundraisers, and attend Athletic events as able (suggested to see each team play at least once per season)

Organizational Leadership

- Manage personnel affairs by securing necessary staff and faculty, developing contracts in line with approved budget, and with adequate supporting data, recommending continuance, promotion, non-renewal, dismissal, or discipline of employees to school board
- Evaluate all employees using formal and informal evaluation measures, and administer an annual review. For teaching staff, ensure that administrative and peer observation schedules are followed.
- Ensure that necessary and timely communication with parents happens consistently from school admin and teachers
- Oversee the Admissions process for incoming families, and implement policies to ensure appropriate evaluation of family and placement of students in accordance with school mission
- Ensure compliance with ODE requirements associated with chartering and EdChoice provider status and ACSI requirements for accreditation
- Work with Business Office and Finance Committee to ensure approved budget is being followed appropriately, and communicate additional needs in a timely fashion
- Attend monthly board meetings and provide regular updates and reports as required

QUALIFICATIONS:

- Current ODE and ACSI administrative licenses
- A bachelor's degree in education or related field of study
- 6 years or more of education experience (preferably in Christian education or ministry)
- Broad knowledge of educational, biblical, and administrative principles
- Working knowledge of the use of technology in education

INDICATORS OF SUCCESS:

- Ability to manage multiple school departments and staff
- Ability to effectively interact with staff, parents, and students
- Ability to effect healthy improvement and growth in quality
- Ability to represent CCS positively to school and wider community

WORK YEAR:

This position is a full-time position that works 12 months a year. The Assistant Principal works from the school office during the academic year and will hold normal office hours during the summer. Vacations must happen during school breaks.

SCHEDULE FOR EVALUATION:

The Assistant Principal will be evaluated annually by the Principal.

STAFF NON-DISCRIMINATION STATEMENT

Employment at Christian Community School is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Christian Community School is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Christian Community School's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

School Mission Statement:

As a support to evangelical Christian families, the mission of Christian Community School is to provide an academically excellent, biblically integrated education that promotes Christ-like character, preparing students to serve God and impact their world for Christ.

School Background: For 30 years, Christian Community School in Lorain County, in northeastern Ohio, has carried out its mission of Christian education. CCS has approximately 175 PreK-12 students enrolled. The school emphasizes discipleship, parent involvement, academic rigor, and character development, and reflects a cohesive, unified multi-age community that incorporates alumni and legacy members.