



## **Upper School Assistant Principal (Grades 7-12)**

Hired by: Head of School/US Principal  
Evaluated: Annually  
Schedule: 12 months

Reports to: US Principal  
FLSA: Exempt 12-month position  
Supervises: may supervise faculty/staff

The Upper School Assistant Principal will assist the principal in administrative leadership focused on promoting student intellectual and spiritual growth. Primary areas of responsibility include assisting in the development of a positive school culture, faculty and staff development, student discipline, effective communication with parents relative to those matters, planning of assemblies and assisting in other day to day matters at the discretion of the principal. The assistant principal should practice biblical principles in accomplishing these responsibilities.

### **Spiritual Maturity**

- Publicly profess a faith in Jesus Christ as Lord and Savior
- Actively engage in the life and ministry of an evangelical church
- Pursue a life of spiritual development through regular study of scripture and prayer
- Demonstrate the fruit of the Spirit as a byproduct of a growing faith
- Believe in and support Grace Polaris Church's "Our Beliefs and Identity" document
- Agree to abide by the Worthington Christian Lifestyle Statement

### **Professional Responsibilities (essential)**

#### **Faculty and Staff Development**

- Develop a faculty and staff evaluation schedule with the principal
- Complete evaluation process with those faculty and staff members assigned
- Provide instructional coaching on classroom management
- Assist teachers with instructional design (UbD)
- Skillfully assisting teachers with managing parental conflict that may arise

#### **Student Discipline**

- Provide appropriate intervention on student disciplinary issues
- Administer the Community Life grade each quarter

#### **Other Responsibilities**

- Other responsibilities as assigned by the principal
- Participate in the process of enrollment management
- Coordinate 7-12 assembly schedule and content

### **Professional Requirements**

- Requires a Bachelor's in Education (Master's degree preferred or the willingness to pursue upon hire)
- Three to five years of experience as a successful classroom teacher
- Able to secure ACSI Administrator certification upon hire
- Prior Christian school experience preferred
- Ability to communicate effectively with a wide range of constituents
- Solid leadership skills
- Good organizational and time management skills

**Physical Requirements**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			
Cold (50 deg. F or lower)	X		
Heat (90 deg. F or higher)	X		
Gases/Fumes/Dust	X		
Chemicals/Solvents	X		
Noise	X		
High stress	X		
Interruptions			X
Overtime necessary	X		
Climbing stairs	X		
Crawling	X		
Standing/Sitting/Walking			X
Running/Kneeling	X		
Reaching over shoulder		X	
Pushing/Pulling		X	
<b>MOVING HEAVY ITEMS</b>			
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
<b>OPERATE MACHINERY</b>			
Telephone/Computer/Copier			X
Fax	X		
Computer/Printer			X
Calculator		X	
AV Equipment		X	
<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Summon emergency help	X		
Apply CPR/First aid	X		
Lead field trips	X		
Communicate data			X
Prepare reports			X
Driving	X		

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee.

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## Addendum

For Principal and Assistant Principal Only:

- Supports the principals' leadership and vision of School Culture and Community Development
- Parent Engagement and Support
  - Surveys
  - Meetings
  - Communication
  - Education and Training
  - Opportunities to get involved/ have a voice
  - Assist new families in the transition process to a new school
- Teacher Support
  - Opportunities for teachers to build relationships with students and families
  - Classroom management
  - Education and Training for how to deal with current student needs
- Community Engagement
  - Community Organizations
  - Engagement with houses and student leadership
  - Other Assemblies
- Behavior Management/Student Support (Some of this would fall under the vision and leadership of the principal; and also, in support of the school counselor)
  - Bullying Prevention
  - Risky Behavior prevention
  - Character Education
  - Leadership Groups/Training
  - Opportunities for students to get involved and take ownership of the school and its culture
  - Referral of students that exhibit mental, social and emotional needs to the school counselor
- Other Duties
  - Emergency Drills – Oversee the implementation and execution of drills
  - Create and implement special schedules throughout the year
  - Assist in updating handbooks each year
  - Develop policies and procedures related to the above responsibilities