

## Upper School Principal

**Hired by:** Assistant Head of School  
**Evaluated:** Annually

**Reports to:** Assistant Head of School  
**FLSA:** Exempt

The Upper School principal is to lead the Upper School in a way that promotes the mission of Worthington Christian School, including the curricular, cocurricular, and spiritual development of its students, the development of effective partnerships with parents, the professional growth of its faculty and staff, and shared leadership with other school leaders.

### **Spiritual Maturity**

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

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

#### **General**

- Participate in the development and implementation of district-wide policies and programs
- Represent the Upper School on the Academic Leadership Team
- Ensure that the Upper School and its programs provide a safe environment for students, parents, staff, and guests through partnering with other key school personnel and community resources
- Assist in developing, implementing, and evaluating the strategic plan and vision of the school
- Provide leadership in the cultivation of meaningful relationships and a healthy building climate for the students, parents, faculty and staff members, and community

#### **Instructional Leadership**

- Articulate a well-developed philosophy of Christian education
- Provide leadership in planning, developing, implementing, and evaluation of curriculum and instructional programs consistent with the mission of the school and collaborate with other school leaders in this process to improve the academic experience for students
- Provide regular and coherent in-service opportunities for faculty and staff in conjunction with the director of teaching and learning
- Commit to continuing professional growth and staying informed on current educational trends and practices
- Provide guidance on the development and implementation of the school's course of study

- Review and evaluate unit plans, lesson plans, and grading practices
- Dispense appropriate academic and behavioral student discipline with fairness and consistency, including the implementation and ongoing monitoring of the Positive Behavior and Interventions Support (PBIS) program, to achieve restoration where possible

### **Hiring**

- Contribute to the identification, recruitment, and employment of faculty and staff that are qualified and able to promote the mission of the school
- Follow procedures prescribed by the system for hiring faculty and staff
- Provide appropriate orientation of new personnel

### **Faculty/Staff Supervision**

- Provide support and guidance to the faculty and staff to fulfill the school's mission and enhance their effectiveness and well-being
- Evaluate the faculty and staff under his or her supervision using the instruments provided by the school on at least an annual basis
- Assist faculty and staff with the development of professional goals, means to achieve them, and evaluation of their attainment
- Ensure that all faculty and staff have completed all credentialing requirements
- Oversee all departments and student services of the campus and work with other building leadership (e.g., director of spiritual formation, athletic director, lead counselor, director of intervention) to support students
- Maintain consistent communication and interaction with the school directors (e.g., Athletics, Food Service, Admissions, Human Resources, Finance) and other pertinent personnel providing building services (e.g., information technology)

### **Finance**

- Assist the assistant head of school and director of finance and operations in constructing an annual budget that funds the priorities and goals of the campus
- Track and control expenditures according to the approved budget

### **Admissions**

- Coordinate all building pre-admission work with the recruitment director and enrollment coordinator
- Conduct parent interviews, review applications, and make decisions regarding admission of new students

### **Public Relations**

- Develop healthy partnerships with school parents that reflect biblical authority and instill parental confidence in the school
- Keep school constituents well informed of school occurrences
- Actively participate in marketing the school
- Attend all appropriate school events and act as the administrator on duty for Upper School events, in conjunction with the assistant principals
- Work with community and other agencies on issues that relate to the school's and/or students' welfare in the school or in the community

### **Compliance**

- Ensure compliance with all related state and federal requirements

- Maintain compliance with all standards for accreditation
- Maintain compliance with the *WC Systems Handbook* and all school policies
- Review and update the *Upper School Parent and Student Handbook* on an annual basis and when modifications are made throughout the school year

### **Facilities**

- Provide assistance in evaluating and maintaining the condition of the facilities, grounds, and equipment

### **Other**

- Perform other responsibilities assigned by the assistant head of school or his or her designee

## **Professional Requirements**

- Master's degree required; master's degree in school administration preferred
- 3+ years of successful classroom teaching experience required
- 3-5 years of successful administration experience required; 6-10 years preferred
- Secure and/or maintain valid ACSI administrative certification and achieve a professional level certificate or higher within 2 years of hire
- Secure and/or maintain a valid relevant license through the Ohio Department of Education and Workforce
- Emotional intelligence: Ability to approach leadership with self-awareness, humility, and empathy and understand how his or her leadership affects others and the school climate
- Self-starter: Ability to take initiative, work independently, and hold oneself accountable
- Organized and deadline-oriented: Ability to manage multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegate when necessary
- Resourceful: Aptitude for thinking "outside the box" and finding creative and effective means for meeting goals
- Creative: Ability to develop original ideas
- Conflict management and resolution: Ability to handle difficult situations with members from all school constituent groups
- Problem solver: Capable of finding solutions to challenges and obstacles
- Flexible: Willingness to adjust schedules and priorities as needed
- Team player: Ability to work effectively with others
- Lifelong learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Coachable: Willingness to take direction, receive suggestions, and be challenged
- Trustworthy: Commitment to abide by a strict code of confidentiality
- Develop and execute a plan for professional growth
- Exude professionalism
- Ability to effectively communicate with a wide constituency
- Professionally contribute to the school community

## **Typical Physical Activities**

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
Outdoor Duty			

<b>WORKING ENVIRONMENT</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
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	
Standing/Sitting/Walking/Running		X	
Kneeling/Bending		X	
Reaching over shoulder	X		
Pushing/Pulling		X	
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
Telephone/Fax/Copier		X	
Computer/Printer		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Communicate data		X	
Strong Communication (Oral/Written)		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