



Upper School Assistant Principal (Grades 7-12)

Hired by: Assistant Head of School & US Principal

Evaluated: Annually

Schedule: 12 months

Reports to: US Principal

FLSA: Exempt

Supervises: Many 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 activities, and assisting in other day-to-day matters at the discretion of the principal.

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)

Building-Level Leadership

- Assist in leading the school in accordance with best practices and professional standards
- Collaborate with the principal to articulate vision, improve school culture, and enhance community development
- Support the strategic initiatives of the school
- Collaborate with district leadership and other building-level staff to provide integrated services to students, parents, and employees in a safe school environment with specific emphases in areas including bullying prevention, character education, leadership development, multi-tiered supports as indicated, and emergency drills
- Represent the building's needs to the school's leadership
- Assist in developing and leading faculty and staff teams to provide building-level leadership

Student and Parent Engagement

- Support students by engaging them in the life of the school in meaningful ways curricularly and co-curricularly
- Create opportunities for students to engage in the life of the school
- Communicate with parents in ways that promote their meaningful engagement and the engagement of their students
- Provide training for parents consistent with student needs
- Assist new families in the transition process to the school
- Provide appropriate intervention on student disciplinary issues and supports faculty and staff in discipline-related matters
- Assist in the admissions and retention efforts of the school
- Administer the Community Life grade each quarter
- Assist in ensuring key documents are updated to inform students and parents of the school's expectations (e.g., student/parent handbooks)
- Facilitate service-learning opportunities to individuals, families, and agencies outside the school in educationally meaningful ways

Faculty and Staff Development

- Provide support to faculty and staff
- Assist teachers with instructional design
- Provide instructional coaching on classroom management
- Develop a faculty and staff evaluation schedule with the principal and senior leaders
- Complete the evaluation process with those faculty and staff members assigned
- Assist teachers with communication with parents as needed

Professional Requirements

- Holds a bachelor's degree in education or a related field (master's degree in education or a related field preferred or the willingness to pursue upon hire)
- Has three to five years of experience as a successful classroom teacher (preferred)
- Possesses or is able to secure ACSI administrator certification upon hire
- Has experience in a Christian school (preferred)
- Displays effective leadership skills
 - Approaches leadership with self-awareness, humility, and empathy and understands how his or her leadership affects others and the school climate
 - Takes initiative, works independently, and holds him- or herself accountable
 - Manages multiple projects with converging deadlines while maintaining a positive, can-do attitude and delegating when necessary
 - Possesses the aptitude for thinking "outside the box" and finding creative and effective means for meeting goals and overcoming

- challenges and obstacles
- Displays the initiative to learn new skills, techniques, and ways to accomplish projects and goals
- Works effectively with others
- Handles difficult situations well with members from all school constituent groups
- Takes direction, receives suggestions, and is open to being challenged
- Communicates effectively with all constituent groups
- Exudes professionalism
- Displays a commitment to abide by a strict code of confidentiality
- Contributes professionally to the school community
- Develops and executes a plan for professional growth

Typical Physical Activities

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
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	
MOVING HEAVY ITEMS			
Lifting/Lowering/Carrying			
Up to 20 lbs.		X	
Up to 50 lbs.	X		
More than 50 lbs.	X		
OPERATE MACHINERY			
Telephone/Computer/Copier			X
Fax	X		
Computer/Printer			X
Calculator		X	
AV Equipment		X	
Summon emergency help	X		
Apply CPR/First aid	X		
Lead field trips	X		
Communicate data			X
Prepare reports			X

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
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