



SEFFNER CHRISTIAN ACADEMY Ministry Position Description

POSITION TITLE: High School Principal

The position of High School Principal at Seffner Christian Academy (Ministry) requires the employee to perform ministerial functions, which are an integral part of his/her employment. These ministerial functions include, but are not limited to, those listed below. The High School Principal will also be required to live on- and off-duty in accordance with the Ministry's statement of faith, code of conduct, and general beliefs.

QUALIFICATIONS: The High School Principal shall be one who has received Jesus Christ as Savior and Lord. The High School Principal shall be a member in good standing of an evangelical church and shall lead a mature Christian life. He/she shall reflect the purpose and objectives of Christian education and the philosophy and policies of Seffner Christian Academy. The High School Principal must hold a master's degree from an accredited college or university in the field relevant to the ministry assignment. The High School Principal must qualify for a teaching certificate through ACSI and/or the state of Florida.

RESPONSIBLE TO: The Assistant Head of School

SUPERVISES: High school teachers and high school administrative team

JOB DUTIES & RESPONSIBILITIES:

SPIRITUAL

1. Maintain a testimony and evidence of a personal relationship with Jesus Christ, committing to biblical standards for all conduct (sexual, interpersonal, etc.) on- and off-campus.
2. Demonstrate a desire for spiritual growth (prayer life, Bible study, and spiritual outreach, etc.).
3. Have a Christ-centered home and personal life evidenced by biblically driven decision-making and the presence of the fruit of the spirit.
4. Show yourself in all respects to be a model of good works, attitude, integrity, dignity, and sound speech that cannot be condemned, so that an opponent may be put to shame, having nothing evil to say about us. (Titus 2:7-8; Luke 6:40)
5. Implement biblical principles in dealing with students, parents, staff/administration, including resolution of all conflicts through application of the Matthew 18 principle.
6. Place a daily emphasis on Biblical worldview development through the curriculum. Be willing to lead Bible studies, chapels, and devotions as needed.
7. Show support for the role of parents as primarily responsible before God for their child's education and partner with them in the task.
8. Encourage students to accept God's gift of salvation and to grow in their faith and embrace the reality of their identity in Christ. Be willing to share the Gospel message on and off campus.
9. Participate in a local Bible-believing church.
10. Be an active and positive force in supporting the school ministry on- and off-campus, placing this ministry in a place of priority.

Required Professional Qualities for High School Principal

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1. Hold a master's degree from an accredited postsecondary institution or is willing to participate in a program to complete such a degree within a specified time period.
2. Have a minimum of 8 years successful classroom teaching experience and 3 years of successful administration experience, preferably in a Christian school.
3. Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, spreadsheets, e-mailing, Microsoft Teams, and accessing the Internet.
4. Assist in the interviewing and hiring.
5. Communicate with all stakeholders on academics, social life, spiritual walk, and discipline.
6. Have knowledge and understanding of the Christian philosophy of education that will enable him/her to provide leadership and guidance.
7. Ensure that the school's expected student outcomes, mission & vision, and core values are embedded in the educational program and intracurricular program.
8. Work in conjunction with the Dean of Students on high school disciplinary issues.
9. Monitor, assess, and grow the high school faculty through observations, evaluations, and coaching.
10. Work with the guidance department on schedules, staffing needs, and program integrity.
11. Work to build student leaders through maintenance, oversight, and improvement of programs (student government, NHS, etc.).
12. Intentionally develop and maintain an academic, spiritual, and social culture that promotes the development of a biblical worldview.
13. Have knowledge of professional and academic best practices that can be conveyed and promoted through individual teacher meetings and team meetings.
14. Assist with providing professional development as needed.
15. Assist the Assistant Principal with summer academic projects (AP/honors work, summer reading).
16. Coordinate with the AHOS to facilitate improvement of and fidelity of the high school curriculum.
17. Assist with high school textbook and curriculum orders.
18. Provide support and oversight in the management of secondary tech pieces (Ren-Web, Canvas, etc.).
19. Be a contributing member of the administrative team that regularly reviews test data to promote academic growth and program adjustment.
20. Spearhead all high school global communication for academics, logistics, etc.
21. Monitor high school student areas as needed.
22. Approve all high school trips and activities.
23. Coordinate emergency teacher sub requests.
24. Work as a productive member of the administrative team.
25. Other duties assigned by administration..

PHYSICAL

1. The High School Principal is regularly required to stand and walk the various distances across campus multiple times a day.
2. The High School Principal is frequently required to sit, reach, climb, balance, stoop, kneel, crouch, crawl, talk, see and hear.
3. Ability to work in environments where the noise level is unusually high.
4. Regularly lift and move up to 10 pounds and frequently lift and move up to 25 pounds.
*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature: _____

Date: _____