

Eden Christian Academy
JOB DESCRIPTION

TITLE:	Upper School Principal
STATUS:	12-month
REPORTS TO:	Head of School
EDUCATION:	Masters Degree in Educational Leadership or Equivalent
SUPERVISES:	College and Career Counselor, Registrar, Chaplain, Dean of Students, Athletic Director, Upper School Faculty and Staff.

The Upper School Principal serves on Eden Christian Academy's leadership team and is responsible for leading and managing all aspects of the educational programming at the Upper School in support of the school's mission as it relates to the spiritual, physical, intellectual, social and emotional development of students at Eden. The Upper School Principal is responsible for the welfare and promotion of Eden Christian Academy insuring that the policies of the school are enforced and honored. The Principal will provide leadership promoting a healthy spiritual climate and academic setting as he/she directs the gifts and abilities of other members of the faculty and staff.

ESSENTIAL RESPONSIBILITIES:

Administrative Duties

The Upper School Principal will

- Provide responsible leadership of the school and its academic/educational program; act as the educational liaison and provide information on all educational issues and procedures to the Head of School.
- Assist in the Interviewing and Evaluating prospective families that seek admission to the school.
- Assist in the Interviewing and hiring of faculty and staff.
- Organize the faculty to fulfill the educational program of the school.
- Plan and organize with the Head of School the commencement ceremony and all related commencement activities.
- Assist the Operations Officer in planning the annual budget.
- Assist in Development of the school calendar.
- Assist in the planning and organizing of faculty orientation and faculty professional development.
- Plan and implement administrative meetings with the Elementary Principals.
- Plan and implement administrative meetings with the Upper School Campus Administration, Faculty and Staff.
- Submit monthly report to the Head of School and attend School Board meetings as requested.
- Contribute to the communication of the vision for the future of the school.
- Additional Duties as assigned by the Head of School.

School and Public Relations

The Upper School Principal will

- Promote the school in the local community.
- Build relationships with local churches and the pastors in the community.
- Develop relationships with colleges and universities for the purpose of promoting graduates of Eden Christian Academy and hiring college graduates for teaching positions.
- Provide leadership and support for parent organizations.
- Provide vision for the school while working closely with the Head of School at Eden Christian Academy.
- Additional Duties as assigned by the Head of School.

Supervision

The Upper School Principal will

- Provide spiritual leadership in the school.
- Provide oversight of all academic and extra-curricular activities in the school.
- Support and advise other members of the administrative team.
- Support and advise the members of the faculty and staff.
- Work closely with the Leadership Team in developing the annual budget.
- Advise and provide leadership upon the development and review of Curriculum.
- Work closely with other members of the administrative team in implementing teacher orientation, professional development days, and staff professional development function.
- Provide oversight for the supervision and evaluation of the teachers and staff members.
- Additional Duties as assigned by the Head of School.