



NORTH CLACKAMAS CHRISTIAN SCHOOL

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JOB DESCRIPTION

ASSISTANT PRINCIPAL

TITLE	Assistant Principal
REPORTS TO	NCCS Principal or Administrator
TERMS OF EMPLOYMENT	Annual renewable contract

- Full time salaried employee
- Health benefits & matching retirement plan
- Tuition benefits for employee's children
- Competitive Salary based on education and experience

PROFESSIONAL GOALS	Use leadership, management and administrative skills to support the principal or administrator to develop, achieve and maintain the best possible educational program supporting the mission, vision and beliefs of the NCCS Society and students.
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OVERVIEW

The Assistant Principal at North Clackamas Christian School (NCCS) supports the Head Administrator in the education and administrative operations on campus.

ORGANIZATIONAL RELATIONSHIP

The Assistant Principal is hired by the NCCS Administrator/Superintendent. The responsibilities of the position will entail regular contact and good working relationships with the Administrator, NCCS Board and its committees, NCCS Society members, faculty and staff members, students, and relevant external organizations.

PERSONAL CHARACTERISTICS

Character Qualities

Have a personal relationship with Jesus Christ as Lord and Savior and faithfully maintain a vital prayer life as evidenced by the following spiritual attributes:

- Applies biblical truths to everyday life decisions
- Makes wise decisions in difficult situations
- Demonstrates the inner strength that comes from God to make tough decisions, overcome obstacles, and not settle for less than God's best
- Willingness to submit first to God and then to the authority of the head administrator and NCCS Board
- Demonstrates honesty and reliability
- Attends and is involved in the ministry of a local evangelical church
- Exhibits leadership through serving our head administrator, students, staff, and society
- Is a mature Christian with home and family in order.
- Knows how to lead a young person to faith in Jesus Christ.
- Has a love for the Word of God.
- Is a warm, approachable Christian, while at the same time evoking the respect of students, parents and professional colleagues.

PROFESSIONAL QUALIFICATIONS

Education / Certification

Must be a skilled and experienced administrator who meets the following professional criteria:

- Holds a minimum of a Masters degree in a field of education
- Holds current state or ACSI Administrative Certificate
- Holds, or in process of obtaining, an administrative license from (name of state).

Professional Experience

- Minimum of 3-5 years in-classroom experience as a teacher
- Administrative experience in public or private school is preferable.

Other Experience

- Has a clear understanding of the purpose, philosophy and objectives of Christian school education.
- Understands the application of Biblical principles to school administration.
- Is a well-trained, experienced educator with classroom experience and administrative preparation.
- Should have some experience with both long-range and short-range planning.
- Should be able to recognize and analyze problems and develop potential solutions calling on staff resources and outside help as needed.
- Must be able to follow through on communications and decisions.
- Should be able to manage time effectively and prioritize needs and problems.
- Must be committed to educational excellence at all levels.
- Must understand and be able to provide leadership in curriculum development, including content, organization, development and evaluations.
- Must understand and be able to provide leadership to the instructional process, be committed to instructional improvement (including classroom observation and supervision) and the professional growth of staff.
- Must demonstrate a background of sound judgment and money management in his or her professional life and should have experience in the school budget process.

- Should be able to delegate responsibility and authority, and provide oversight and assistance to whomever these powers or responsibilities have been delegated.
- Must be willing and able to assist in directing the school toward Association of Christian Schools International (ACSI) and AdvancEd accreditation.
- Must be well organized and able to carry out the major focus of the school – teaching children.

RESPONSIBILITIES

The Assistant Principal must be able to oversee certain operations at NCCS as assigned by the head Administrator or Superintendent, including:

- Fulfill the role of representative, ambassador and spokesperson for NCCS as needed and delegate subordinate tasks and responsibilities as necessary and proper.
- Assist with curriculum development, including accreditation requirements.
- Initiate conflict resolution and mediation involving students, parents, community members, faculty and staff when necessary.
- Assist Board committees with the production and regular review of applicable policies, handbooks and guidelines.
- Provide reports, oral and written, special or periodic, as required.
- Act as possible liaison among relevant groups, especially the NCCS Board, its committees, faculty, staff, and Society members.
- Lead, encourage, support and disciple faculty, staff and students, including the provision of spiritual leadership and vision in the pursuit of the NCCS mission and purpose.
- Participate in staff evaluations as directed.
- Transmit faculty and staff concerns to the appropriate individuals or groups.
- Any responsibilities, necessary and proper, as assigned by the Head Administrator for the well-being of the school.