



Principal, Secondary Job Description

Reports To: The Headmaster

General Job Description: The Secondary Principal provides vision, leadership, and supervision in the Middle and High Schools. He/she is responsible for the management and supervision of the Middle and High Schools which includes the administration, instruction, co-curricular programs, and parent/community relations as they pertain to grades 6-12.

Qualifications:

Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the HCS Statement of Faith

Be in agreement with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania

Experience in school administration or teaching

Understanding of the nature and needs of middle and high school students

Competence in the supervision and training of teachers and staff

Holds a minimum of a B.A. or B.S. degree, Master's degree preferred

Holds a minimum of ACSI standard certification or willing to attain ACSI standard certification within 2 years of the date of hire

Willing to engage in professional development

Enthusiastic, flexible, outgoing personality with excellent "people" skills

Excellent spoken and written communication skills

Organized, detail oriented, and efficient in his/her work

High degree of skill with Microsoft Office Suite (e.g. Word, Excel, Publisher and other office/management computer software) and other forms of technology

General Duties:

- **Administration & Supervision:**
 - Provide vision, leadership, and oversight of all MS/HS programs, personnel, and publications
 - Effectively utilize MS/HS personnel through appropriate assignments to specific positions, grades, and/or subjects
 - Supervise and evaluate all MS/HS personnel and make annual employment recommendations to the Headmaster and the Board
 - Prepare MS/HS school calendar for inclusion in the Master Calendar
 - Assist in the admissions process for all new students
 - Oversee and/or administer student discipline of all MS/HS students
 - Schedule and conduct MS/HS faculty and team meetings
 - Organize all MS/HS orientation programs

- **Academic Leadership:**
 - Provide vision, leadership, and oversight of academic and co-curricular programs and initiatives that assist in academic development and college preparedness
 - Create a MS/HS education environment that facilitates student learning
 - Assess, develop, recommend, and implement all MS/HS school curriculum
 - Prepare secondary academic master schedule for all MS/HS teachers
 - Prepare, counsel, and schedule all MS/HS students
 - Develop and oversee all co-curricular (i.e. spiritual life, athletic, fine arts, leadership, student activities, etc.) MS/HS programs
 - Develop, recommend, and oversee the MS/HS budget
 - Attend educational policy and curricular meetings

- **Spiritual Leadership:**
 - Serve as a spiritual role model for faculty, students and parents
 - Provide vision, leadership, and oversight of programs and initiatives that assist in spiritual formation and maturity - programs include but are not limited to weekly chapels, annual spiritual emphasis days/retreats, and service learning opportunities

- **Internal and Public Relations:**
 - Represent the MS/HS to the Board of Directors, fellow school personnel, parents, and members of the community-at-large
 - Develop rapport with students, staff, parents, and Board members
 - Attend Board meetings providing written reports
 - Represent the Board of Directors to MS/HS personnel and parents
 - Participate in school wide programs (i.e. Association Meetings, Open Houses, Orientations, etc.) and other special programs as appropriate

- **Other Duties:**
 - Support and assist the Headmaster
 - Assume responsibilities of the Headmaster when appointed in the absence of the Headmaster
 - Fulfill other duties as assigned by the Headmaster

Evaluation: Performance of this job will be evaluated annually by the Headmaster in accordance with the Board of Directors' policy on evaluation of personnel.