

# **JOB DESCRIPTION**

## **PRINCIPAL**

### **I. General Description**

Salem Christian Academy is currently seeking a new principal to provide Godly leadership while promoting the school's commitment to excellence in Christian education. The principal is responsible for all aspects of the operation of the School and for fostering a Gospel-oriented school culture that supports the unique growth of each child.

Salem Christian Academy is a Christ-centered school that is guided by our mission statement of preparing students to be world-changers for Jesus Christ. We are a PreK-fifth grade school located in Dobson, North Carolina. Our school currently has around 80 students and is growing. This summer, we plan to expand our school to offer sixth grade. Our school operates as a ministry of Salem Baptist Church in accordance with its by-laws, policies and philosophies.

### **II. Qualifications**

- A. A born-again Christian, actively pursuing and developing a quality of life consistent with the biblical perspective set forth in I Timothy and Titus.
- B. Shall be a member of Salem Baptist Church while employed as Principal.
- C. A Masters degree or the equivalent in post-graduate education or related field and/or administrative experience preferred.
- D. Has a sound understanding of elementary and middle school educational programs.
- E. Has an understanding of the philosophical differences between Christian and secular education.
- F. Demonstrates a skill in leadership, administrative management and inter-personal relations with students, parents and school patrons. He/She shall be able to conciliate and to mediate when and where misunderstandings and differences arise.
- G. Has both proven administrative and development experiences.
- H. Has a knowledge of principles and techniques of business administration, including organization and management, finance, marketing, and development.

### III. Responsibilities

In addition to the following areas of responsibility, the Principal shall carry out such other duties as assigned him/her by the Senior Pastor.

- A. Coordination of the Total Program – The Principal shall meet regularly with the Church staff, lead teachers, and SCA School Board. The Principal shall plan and administer faculty and staff orientation, plan all-staff prayer meetings and education meetings, work closely with the chair of the Board, and prepare the school calendar.
- B. Long Range Planning and Development – The Principal shall make recommendations to the SCA School Board, outlining areas for future growth, quality improvements and diversification. He/She shall submit plans annually for developmental programs in curriculum, staff, buildings and equipment and marketing as part of a long-range plan for the total development of the school. He/She shall initiate new programs as needed and as approved by the Board.
- C. Supervision of Personnel – The Principal has direct responsibility to supervise the SCA staff, substitutes, and volunteers.
- D. Procurement of Personnel – The Principal is responsible to contact, interview and recommend the hiring of staff members. He/She is also to recommend dismissal of staff members to the SCA School Board. In carrying out this function, he/she shall follow the established procedures of the Board.
- E. SCA School Board – The Principal shall attend the meetings of the SCA School Board. He/She shall be responsible to maintain liaison with the administration and interpret the school operation to the Board and the Board's action and thinking to school personnel. He/She shall share a report at every regularly scheduled Board meeting on the status of the school and any current problems and policy issues.
- F. Education – The Principal will be the chief education officer at Salem Christian Academy. He/She shall provide educational leadership to unify the K-6 curriculum. He/She shall develop and implement short-term and long-term educational plans.
- G. Budget Formation and Expense Control – He/She shall prepare an annual budget request for the consideration of the Salem Baptist Church's Budget and Finance Committee. He/She shall work with Senior Pastor in preparing the budget. The Principal shall oversee

the management of the currently approved budget to see that the School is solvent, and report progress regularly to the Board.

- H. Finances – He/She shall work closely with the Finance Secretary in the oversight of the collection of accounts.
- I. Fundraising/Donor Relations – The Principal shall be responsible for the development of plans and the implementation of said plans to increase non-tuition sources of funding. These plans include cultivating new and existing donor relationships, school fundraisers, and participating in academic and scholarship grants.
- J. Accreditation – He/She shall lead the School in maintaining adequate status with the NC Department of Nonpublic Education, to work towards and maintain the School’s accreditation status with ACSI, and to keep abreast of local school district activities.
- K. Maintenance – He/She shall work with the Building and Grounds Committee in the adequate oversight and planning for the maintenance of the facility and grounds at Salem Baptist Church.
- L. Admissions and Enrollment – The Principal shall be active in the recruitment of students and the development of additional classrooms. The Principal shall have oversight of the enrollment process. It is the responsibility of the Principal to place students in the appropriate grade level.
- M. Parent/Teacher Fellowship– He/She shall work closely with the Parent Connect group to ensure quality activities and initiatives meet the needs of the School families. He/She shall work to maintain a positive Christian culture in which spiritual needs are met through evangelism and discipleship.
- N. Public Relations/Church Communication– The Principal shall be the chief spokesperson for Salem Christian Academy. He/She shall be responsible to ensure the message of Salem Christian Academy and Christian education is positive, consistent and always before our constituents, potential families, and church congregation. The Principal will continue to foster a strong relationship with church members through enhanced communication channels, volunteer, opportunities, and visibility around the church. The Principal will assure that all concerns regarding Salem Christian Academy receive prompt feedback.
- O. Government Relationship– The Principal shall organize and direct the School in such a way that it complies with all applicable local, state and federal laws pertaining to the operation of the School. He/She shall stay abreast of legislation, educational trends, and worldview that may impact Christian education.

- P. School Safety- The Principal shall remain in communication with local law enforcement and emergency services to ensure that safety protocols are up-to-date and practiced. He/She shall review the SCA Crisis Management Plan regularly and ensure that all staff are knowledgeable of the safety prevention and safety action plans within the plan.