

Position Description

High School Principal

Purpose: The Principal of the High School is responsible for the day-to-day administration of the High School program.

Reports To and Evaluated By: Executive Director

Supervise: High School Teachers, High School Counselor, Athletic Director, High School Secretary, Elementary Principal, Custodians, Volunteers in the High School.

Terms of Employment: Employed on an 11 month contract (August 1 - June 30), and shall include compensation for all holidays as stated in Section 4000 in the Board Policy Manual and School vacation days, with salary and benefits as approved by the Board.

Desirable Qualifications:

1. Personal relationships with Jesus and commitment to Christian Education.
2. Able to articulate a vision for Reformed Christian schooling.
3. Masters Degree in educational field and a school administrator's license.
4. Able to relate well to and work with parents, high school students, teachers, administrators, and staff.
5. Successful experiences that demonstrate leadership ability in high school setting.
6. Knowledge and expertise regarding current educational issues; vision for future.
7. Able to communicate well orally and in writing.
8. Proven organizational and time management skills.

Spiritual Leadership: The high school principal is responsible to help set and encourage the spiritual tone of the high school. The High School Principal will:

- Set an example of Christian thinking, behavior, and lifestyle.
- Encourage and counsel teachers in the development of the spiritual walk.
- Oversee chapel programs that are relevant to student needs.
- Encourage a healthy Christian community through positive relationships, the integration and presentation of Scripture, special programs, Biblical discipline, and the management and resolution of conflicts.

Academic Leadership: The High School Principal is responsible for setting and academic standard within the school that meets the requirements of the State of New Mexico, our accrediting associations. The High School Principal will:

- Demonstrate a vision for a current, distinctive Christian curriculum.
- Encourage research and experimentation in the school to improve the curriculum.
Provide materials necessary to carry out the curriculum goals.
- Implement the School Improvement Plan.
- Hold weekly faculty meetings.
- Assist the Executive Director as required in planning and conducting teacher orientation, and join faculty meetings.
- Coordinate the process and distribution of progress and report cards
- Receive, review, and respond to requests for field trips, special programs, speakers, etc.
- Monitor and evaluate student progress and growth; assist teachers in decisions regarding students' needs.
- If possible, teach one academic class in the field of his/her choice.

Instructional Supervision: The High School Principal has the responsibility to develop and coordinate curriculum in the High School. The principal also has the responsibility of supervising the instructional process so that teachers will be able to function freely within the realm of their responsibilities, and students will be stimulated to their greatest capacities. The High School Principal will:

- Develop and carry out of classroom observation and consultation with all classroom teachers.
- Plan and carry out evaluation plan for faculty in accordance with the Board Policy.
- Facilitate the development of courses to support, encourage, and enhance the school's academic program.
- Ensure that a written current curriculum is accurate for all courses.
- Implement the school's testing program and its use in curriculum decisions for the building.

Personnel Management: The High School Principal is responsible for the daily oversight of high school staff and faculty, in accordance to the Staff Handbook and Board Policies. The High School Principal will:

- Work with staff to assure that public events and daily interactions happen in a professional and God-glorifying manner.
- Assist the Executive Director in recruitment and interviewing all high school positions.
- Recruit and interview all candidates for substitute teachers.
- Supervise and evaluate all high school faculty, support staff and aides.
- Approve and process all request for personal/professional days; getting approval from Executive Director when requests conflict with school policy.
- Hold weekly meetings with faculty and staff.
- Attend weekly administrative staff meetings and other meetings as requested by the Administrative team.

- Plan for projected High School staffing and facility needs and report them to the Executive Director.
- Oversee the facilities so that they are safe, clean, efficiently-run, in working order and well cared for.

Students: The High School Principal is expected to establish both personal and professional rapport with the student body; Rehoboth Christian School is known for a safe and positive school climate. The High School Principal will:

- Seek ways to interact and build relationships with the high school students, and thereby model this value to the teachers.
- Implement policies and procedures for the healthy, safety, and welfare of students at school, in travel to and from school, and during school activities
- Be responsible for maintaining appropriate discipline, attitudes, and behavior in the school building, on the grounds, and at all school functions.
- Implement a supervision schedule for breaks, lunch and extra-curricular events.
- Implement a system of disciplinary references and consequence for all school matters, in accordance with the Student Handbook, Athletic Handbook, and Board Policies.
- Organise and supervise registration, scheduling, programming, attendance, grade reports and guidance records.
- Counsel with teachers and students when problems persist, giving support to the teacher and conferring with parents when necessary.
- Encourage teachers to handle discipline at the classroom level; provide training for classroom discipline if needed.
- Participate in all major disciplinary decisions; bringing appeals to the Executive Director and then the Education Committee.

School Communication: The High School Principal will be responsible to implement programs and communication methods that will help to build a healthy, informed, and united Christian community. The High School Principal will:

- Prepare reports for Education Committee meetings.
- Attend weekly administrative meetings.
- Have daily communication with teachers.
- Communicate to students the policies which affect them.
- Communicate with parents regarding the school's program, standards, and highlights.
- Communicate with parents regarding issues of academic, attendance, or behavioral problems.
- Plan and present or participate in the programs for events such as Open House, New Parent Information Night, etc.

Other Areas of Shared Interest: The High School Principal is a member of the larger Rehoboth staff and will be expected to support and assist in a variety of functions of the school.

It is not possible to list the many ways that the principal can contribute to the joint efforts of the entire school, but the High School Principal is a key person throughout the Rehoboth Christian School Program. The High School Principal will:

- ❑ Coordinate with the Athletic Director to ensure an excellent athletics program based on Christian philosophy of sport and the NMAA regulations.
- ❑ Oversee Counselor to meet the emotional, academic, career and college needs of students.
- ❑ Assist in the Admissions process.
- ❑ Give input into the budgeting process and administer the approved budget.
- ❑ Serve on a variety of committees as assigned by the Executive Director. The currently include, but are not limited to: Education Committee, School Improvement Team, Principal Team, Administrative Team

The High School Principal position above is intended to describe the general nature and level of work being performed by the person. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. The High School Principal will be expected to do what it takes and perform other duties as assigned to attain excellence.