

# **Saint Mark AME Church Principal Job Description**

## **JOB SUMMARY:**

The Principal is one who is to lead the school on a day-to-day basis and must lead first, and before all things, spiritually. One must be willing to lead with a servant's heart and have a vision for the school and a passion for Christian education. The person must be willing to take the leadership role in serving the students, their parents, the faculty and staff, and the community at large in the realm of Christian education. He must be a keeper of the faith, while serving a multi-denominational student body. One must have a love for children of all ages as well as a love for the families of Alpha Learning Academy (ALA).

The Principal will be the academic and instructional leader of the school; he/she oversees the educational affairs of the school. In addition, he/she leads the school in institutional advancement in the areas of student recruitment, marketing, and public relations. He/she also may request help from others in these areas as the Board of Directors (BOD) and play key roles in philanthropic support. The Principal may also assign other key personnel to give leadership to or help with various school events and activities.

Alpha Learning Academy is striving to become a school of excellence and growth. The Principal must be a person who can provide effective and biblical leadership to facilitate and continuous program improvement. In addition, this person must also possess strong communication skills and take on appropriate sense of ownership of the organization as the Principal.

## **QUALIFICATIONS:**

1. Minimum of a Master's Degree, with experience in Christian Education and/or Christian Administration.
2. Educational Leadership certification or the equivalent.
3. Minimum of five years' experience at the administrative/management level.
4. Minimum of five years of teaching experience.
5. Demonstrate a reasonable level of computer literacy, basic proficiency in word processing, creating and using spreadsheets and email.
6. Demonstrated success working with and through people in establishing goals, objectives and action plans.
7. A lifestyle of biblical integrity.

## **REPORTS TO:**

Pastor with support of Board of Directors

## **SUPERVISES:**

May supervise instructional and support personnel.

## **PERFORMANCE RESPONSIBILITIES:**

- Empower and encourage faculty and staff and provide servant-leadership both spiritually and academically.
- Directly supervises and assess annually all faculty and staff.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure the campus work environment is Christian-based, nurturing, wholesome and loving.
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching.
- Promotes good communication between the faculty, staff and Board.
- Identify needs for hiring of personnel, oversees the search and conducts interviews for needed personnel.
- Handles grievances and corrective actions of all faculty and staff.
- Handles all dismissal of faculty and staff who do not perform satisfactorily.
- Ensures background screenings are conducted on all employees and volunteers
- Makes appropriate recommendations to the ALA School Board.
- Manage the evaluation and development of all curriculum and books.
- Ensures that educational and academic goals are set and met.
- Ensure professional development opportunities for faculty/staff are offered annually.
- Ensures that the school is equipped and supplied with teaching materials.
- Manage the development of the annual school calendar.
- Determine when school is to be closed, or delayed opening due to adverse weather conditions or emergencies.
- Oversee all achievement and standardized testing.
- Holds regular classroom observations and class walk-throughs.
- Holds regular faculty meetings.
- Attends all board meetings.
- Holds membership in appropriate educations, associations and committees and represent ALA on community Boards and Affiliates.
- Lead the school in acquiring and maintaining ACSI Accreditation.
- Knowledgeable in all legal matters pertaining to education by staying abreast of legal requirements and trends.
- Knowledgeable of accreditation resources and participate appropriately with organizations such as ACSI and the Orange County Non Public School regulations, in order to keep abreast of current, major trends in non-public and Christian education .
- Files all required paperwork with the accrediting body and FERPA documentation, such as health forms, attendance records, enrollment, etc.
- Manage the reenrollment and enrollment drive annually and makes the final admission decision.
- Regulates and enforces discipline, both behavioral and mental.

- Oversees and plans spiritual development by obtaining chapel speakers and conducts the chapel weekly and speaks in chapels occasionally.
- Ascertain that student records and transcripts are adequate, accurate and administered legally with the assistance of the office.
- Collaborate with ALA Board, Financial Officer and Pastor in preparing an annual school budget.
- Approves all school purchases of classroom supplies, materials and purchase requests from faculty.
- Give direction and recommendations to the ALA Board by creating and updating ALA policy and operational manuals.
- Lead the school in the on-going process of strategic planning.
- Maintain regular communication with the constituencies of the school through newsletters, direct mail, weekly news and website.
- Foster good relationships with all churches in the community.
- Build relationships with donors and prospective donors.
- Ensure that appropriate safety measures are in place on campus to provide a safe school environment.
- Coordinate physical plant maintenance with the appropriate facility maintenance personnel.
- Supervises all phases of the athletic program.
- Coordinates scheduling school events and building usage of ALA buildings and grounds to assure that all school policies are adhered to.
- Ensure all ADA/HIPPA regulations are adhered to and enforced.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the ALA Board's policy on evaluation of personnel annually.