

High School Principal

Position Summary:

The High School Principal provides spiritual, instructional, operational, and administrative leadership to the faculty and students at Valley Christian High School. He or she is directly responsible for supervision of faculty, department heads/division heads, the Athletic Director, the Registrar, and guidance counselors, with an overarching responsibility for the operation and maintenance of the high school programs and facilities.

Personal Characteristics:

As the High School Principal, the incumbent will be responsible for demonstrating a commitment to the Lord Jesus Christ as evidenced by modeling Christ-like behavior through a calling to Christian educational leadership as a profession, and by striving to provide an environment for faculty, staff, and students where there is nurturing of the faith. The incumbent must exhibit the highest level of Christian integrity, morals, behavior, attitude, and leadership and must be an active member of a Christian church, preferably CRC or RCA denomination.

Essential Duties

- Personally, and utilizing subordinate staff, plan, develop, coordinate, direct and anticipate daily, weekly, monthly, and annual activities, programs, events, and facilities maintenance & improvement projects, ensuring that each is consistent with the mission and core values of Valley Christian Schools. Plan and ensure execution of the annual calendar of school activities.
- Together with the Superintendent and Academic Committee, develop and continuously improve courses and co-curricular activities that strive toward fulfilling the vision of the school. Initiate, monitor, and evaluate co-curricular activities to ensure that each meets student needs, provides a “center of excellence”, and has a clear educational purpose.
- With each teacher, develop and implement a professional growth plan. Instruct, observe encourage, and coach new faculty. Be quick to encourage, recognize, and praise exemplary performance, and to celebrate achievements and small victories.
- Develop and implement programs of orientation and in-service education for instructional and non-instructional staff members.
- Anticipate, prevent, and solve problems & resolve conflicts daily. Act as ombudsman for students. With Registrar, ensure accuracy of credits, transcripts, and scheduling.
- Administer the school in conformity with the Articles of Incorporation of the school society, with the adopted policies of the Board, with the rules and regulation of the State Board of Education, and with state and federal laws.
- Supervision of high school faculty, department heads, registrar, and guidance counselors, the Athletic Director, Food Service Program staff, and Student Activities Director.
- Submit annual needs budget and demonstrate good stewardship through the administration of the adopted budget and student body funds.
- Submit various reports to the Board as needed and required.
- Assist and advise the Superintendent in personnel decisions including recruiting and hiring, promotions, and salary adjustments.
- Foster and maintain a positive relationship between the school and the community.

- Foster and maintain a positive relationship between the school and its support organizations.
- Seek to stimulate an interest in Christian education in the surrounding community and local Christian churches through outreach efforts.
- Provide and supervise compliance with all government requirements
- Other duties as necessitated by the overall responsibility of the position.

Qualifications:

- Master's Degree in Education or related field; ACSI Teaching Credential a plus
- Experience in School Administration; High School Administration preferred
- Experience in Christian education or leadership
- Demonstrated leadership, strategic planning, and critical thinking skills
- Knowledge of the design, integration, implementation, and management of a school including curriculum, instructional practices, school operations, management, and leadership development
- Active membership of a Christian church; CRC or RCA denomination preferred
- Ability to articulate your Christian faith (preferably CRC or RCA denomination) and able to integrate prayer and Christian belief system into leadership
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

Benefits Include:

- Generously subsidized health benefits
- 403(b) retirement plan with matching employer contributions
- Tuition Discounts & Reimbursement
- Paid Vacation and Sick Time
- Up to 17 paid holidays

For consideration, applicants must be willing to complete a LiveScan/fingerprinting and a drug screen. Please submit resumes and inquiries to hr@vcschools.org Attn: High School Principal 1021

About Valley Christian Schools

Valley Christian Schools strives for excellence in Christian education by partnering with Christian parents in meeting each individual student's needs. The school was founded in 1935 on the concept of parental involvement. Our schools are an extension of Christian family life, and we take seriously our obligation to be partners with parents in providing the best possible education for our students. Valley Christian Schools has over 1,300 students in preschool through 12th grade. We are located 25 miles south of Los Angeles near the border of Los Angeles and Orange Counties in beautiful Southern California.

Valley Christian Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.