

Dear Potential Candidate,

Thank you for considering the middle school principal position at Valley Christian Schools. Valley Christian is a community rich with both generations of heritage and new families. All are joined together with the passion for equipping and inspiring our children and grandchildren to serve the Lord Jesus Christ. The middle school campus currently serves approximately 200 students through an amazing group of faculty and staff. Valley Christian Schools as a system (PS-12th) serves nearly 1300 students from the greater Bellflower/Cerritos area.

The path of VC Schools has been and continues to be an incredible journey with God present every step of the way. What started as a small school in "Dairy Valley" has grown to be an impressive Preschool through Twelfth Grade School System attracting many wonderful families from two of the largest counties in the nation. Within this system, you will find a very experienced, qualified, and dedicated faculty, a board that is eager to serve, and a community that is passionate about the future of our children. The 2022-23 school year marks the 88th year of equipping and inspiring our students to a life of service to God.

Valley Christian Schools is looking for a strong leader for our middle school to take us into the next chapters of the VC Story. Our next middle school principal should be enthusiastic about working in a diverse community that is passionate about providing our children a quality education from a Reformed Christian perspective.

It is our intent for this letter to give you a glimpse of our school, our community, and the qualities needed from our next middle school principal. Know we are praying for you as you consider the opportunity to serve as the next middle school principal for Valley Christian Schools.

Sincerely,

Troy Stahl
Superintendent, Valley Christian Schools

Valley Christian Schools- Middle School Principal

Valley Christian Schools in Cerritos, CA is seeking a full-time Middle School Principal for the 2023-2024 school year. The middle school principal provides spiritual, instructional, operational, and administrative leadership to the faculty and students at Valley Christian Middle School. He/she is directly responsible for the supervision of faculty, team leaders, the athletic director, the registrar, and the school counselor, with an overarching responsibility for the operation and maintenance of the middle school programs and facilities.

Personal Characteristics:

As the Middle 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:

- Encourage and instill a school culture based on and consistent with biblical teachings. Ensure that the school is a safe, joyful, and God-honoring place.
- Monitor individual and group student performance in the areas of spiritual formation and character development. Fairly and consistently enforce rules, policies, and codes.
- Demonstrate a commitment to a reformed world and life view.
- 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.
- Monitor individual and group student performance, ensuring progress toward goals in the area of intellectual development.
- 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.
- Serve as coach or coordinator of at least one team/major activity so that you are close to students and perceived as open, personally interested, and trustworthy.
- Personally and by utilizing subordinate staff-Plan, develop, coordinate, direct and anticipate daily, weekly, monthly, and annual activities, programs, events, and facilities maintenance and 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.
- Serve as an active and participating member of the Education Committee, Admissions Committee, Administrators Council, Calendar Committee, Communication Committee, and any other committee, council, or group necessary for the effective management of the middle school.
- Oversee internal communications, parent bulletins, school website, and information flow to faculty and staff. Keep staff abreast of all administrative regulations.

- Administer the school in conformity with the Articles of Incorporation of the VC Schools Society, the adopted policies of the board of directors, the rules and regulation of the State Board of Education, and with state and federal laws.
- Supervision of middle school faculty, team leaders, registrar, counselor, the athletic director, and food service program.
- 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 involving students.
- Ensure all faculty and staff receive and maintain all required training, licensure, and testing.
- Submit reports of interest to the board as needed and required.

Qualifications:

- Master's Degree in Education or related field; ACSI Teaching Credential a plus.
- Experience in School Administration; Middle 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 Protestant 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: Middle School Principal 1122

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