

## **HARRISON-CHILHOWEE BAPTIST ACADEMY/THE KING'S ACADEMY JOB DESCRIPTION**

**TITLE: Upper School Principal**

**REPORTS TO: President/Head of School**

**NATURE OF POSITION:** The Upper School Principal directly oversees grades 6-12 from an academic, spiritual, emotional, and social perspective. The principal is the direct report to all academy personnel who work with grades 6-12 and is responsible for scheduling, parent communication, academic achievement, coordination with other department leaders, and all other duties assigned by the President.

**MINISTRY PURPOSE:** In accordance with Ephesians 4:11-12 and Titus 2:7-8 the Upper School Principal is responsible for training the next generation of Christian leaders and equipping them for a life of service to their Savior, homes, churches, vocations, and communities.

### **MAJOR RESPONSIBILITIES:**

1. Provide for the accomplishment of the Academy's mission and the advancement of the Academy.
2. Maintain daily campus operations in accordance with Board-adopted policies and procedures regarding grades 6-12.
3. Maintain operations consistent with standards of current accreditation agencies under the guidance of the President.
4. Academic Affairs and Student Life
  - a. Supervise all faculty and teachers for grades 6-12.
  - b. Provide direct academic leadership to grade levels 6-12 through curriculum selection, teacher observations/evaluations, monitoring academic data/trends, responding accordingly, and serving as the primary contact for all parents regarding 6-12 academics.
  - c. Supervises the Academic Dean and Academic Advisor to ensure that students in grades 6-12 have schedules, support, SLPs, and all academic needs met.
  - d. Work with the Academic Team to ensure all title funds are appropriately applied for and managed (teacher training, etc.).
  - e. Work with the Academic Team to develop and implement professional development and teacher training that best meet the needs of the Upper School faculty.
  - f. Coordinate with the Director of International Admissions/Residence Life to ensure that the needs of international students are addressed and prioritized.
5. Spiritual Life
  - a. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.

- b. Be prepared to communicate the school's religious beliefs to students, families, faculty, and others who inquire.
  - c. Be available and willing to pray with and offer spiritual advice to students.
  - d. Follow Matthew 18 principles in addressing issues with students, parents, staff, and administration.
  - e. Work with the Director of Spiritual Formation to ensure the Upper School supports, coordinates, and seeks to add excellence to the spiritual formation of all students under his/her care.
6. Assume additional related duties at the direction of the President.