



Seattle Christian SCHOOL

JOB DESCRIPTION – Secondary Principal

Seattle Christian School Mission Statement

To proclaim Jesus Christ in all aspects of our program, emphasizing academic excellence and biblical Christian values, partnering with parents and the church to prepare godly young men and women so that they may impact their world for Christ

General Description

The Secondary Principal (aka Director of Secondary Education) reports to the Superintendent and serves as a member of the K-12 Team and the Cabinet. The Secondary Principal leads the Secondary Leadership Team and oversees all programs and personnel for seventh through twelfth grades. The Secondary Principal is considered a Ministerial role at Seattle Christian School, responsible for being a Christian role-model, instilling faith, servant leadership, and carrying out the Christ-centered mission of the school.

Core Commitments

- All employees embody the SCS mission as evidenced in the following:
 - Exemplifies Jesus in character, attitude, speech, and action
 - Exhibits a learning posture fueled by curiosity and a passion for growth
 - Displays humility, relational intelligence, and a desire to influence for good
 - Values genuine and meaningful collaboration and conversation
 - Demonstrates intentionality and heart for investing in others
- All employees are required to:
 - Sign and live out the SCS Statement of Faith and Employee Standards of Conduct
 - Be involved in his/her church and Christian community
 - Sign and abide by the policies, procedures, and guidelines in the Employee Handbook

Role Qualifications

- Master's degree in educational leadership or similar field of study
- WA State Administrative certificate and ACSI principal certificate (hold or be able to acquire)
- Successful school leadership experience
- Experience in a private school or ministry setting
- Minimum of three to five years of classroom teaching experience
- Leadership disposition that is both pastoral and professional
- Experience, training, and understanding of curriculum and instruction, faculty/staff development and evaluation, learning support, school culture and classroom management, and data analysis and implementation
- Keen sense of responsibility and commitment to follow through
- Skilled in working through challenges and navigating conversations
- Collaborative approach with administrators, faculty, staff, students, and parents
- Effective communication skills, both verbal and written

Key Responsibilities

Culture: Invests in a healthy and collaborative learning culture including spiritually and professionally in faculty and staff, and opportunities for shared decision-making and unity

Safety: Implements safety practices and protocol (physical, social, and emotional), including supervision, drills, student discipline, mandatory reporting, and communication in accordance with the Emergency Procedures Manual and Parent-Student Handbook

Data: Facilitates the collection, analysis, and utilization of multiple data sources to inform instruction and goal setting for the purposes of student growth and systematic school improvement

Curriculum: Equips and supports faculty with the training and processes to select and implement the tools and approaches for rich learning experiences linked to standards and in alignment with a biblical worldview

Instruction: Engages faculty with the opportunities and expectations to grow in their knowledge and skills around content and effective practices, evidenced through the evaluation cycle

Resources: Stewards the budgeting process to situate the hiring and developing of faculty and staff along with verifying appropriate allocations for programming and activities

Community: Partners with families and the school community through effective and consistent communication and intentionality in relationships and building rapport

Customization: Demonstrates a commitment to ensure the learning experience of students meets their specific needs and abilities, challenges them to grow in heart and skill, develop a learning posture and celebrates their God-given gifts and passions

Essential Physical Functions/Demands

- Must have the ability to stand for extended periods of time, sit, kneel, bend and move around the classroom and building throughout the day
- Must have the ability to lift approximately 10 lbs. and occasional moving of equipment and/or materials
- Must have the ability to see and read a computer screen and printed materials, and hear and understand speech at a normal level
- Must be able to monitor student safety along with implementing emergency procedures
- Must be able to speak, write and communicate proficiently in the English language
- Reasonable accommodations may be made to enable individuals to perform essential functions

Employment Eligibility

As a religious educational institution, Seattle Christian School is permitted and reserves the right to prefer employees or prospective employees on the basis of religion. Title VII Section 702-703 U.S. Civil Rights Act of 1964, as amended: Rev. Code of Washington 49.60.040

All employees must be eligible to work in the United States with citizenship or residency, unless otherwise noted. Job offers are contingent on the verification of credentials, official transcripts and other information required by the employment process including the completion of a background check which includes criminal history.