

Assistant Principal at Citadel Christian School

The assistant principal shall be one who has received Jesus Christ as Savior and Lord and is a member in good standing of an evangelical church and shall lead a mature Christian life. The assistant principal shall be a person with the spiritual, academic, and leadership abilities necessary to lead teachers in a participatory process aimed at improving academic achievement and spiritual growth in all students through a classical Christian education. The assistant principal shall be a college graduate (an advanced degree is preferable), certified as an administrator (or working toward certification), and one who feels called of God to the teaching ministry. Administrative training and experience are preferred.

The following responsibilities are included in the assistant principal's job description:

- Assist the Head of School in the delivery of a classical Christian education
- Provide input for teacher recruitment and assist in hiring process for all instructional staff
- Oversee the implementation of payroll and employee benefits
- Assist teachers in obtaining and maintaining certification
- Assist the Head of School in training faculty members
- Assist the Head of School in evaluating the performance of faculty members
- Assist the Head of School in the determination of teaching assignments and assigning classrooms
- Act as Head of School in his/her absence
- Provide input to the Head of School to help build the operations budget
- Manage use of the operations budget
- Provide reports for the regular monthly Board meetings and special called Board meetings
- Assist in interviewing student applicants and their parents to determine eligibility
- Oversee the process for enrolling and withdrawing students
- Assist the Head of School in the development of the instructional program
- Oversee development and implementation of curriculum and curriculum guides
- Work with teachers to evaluate/procure instructional resources, including textbooks
- Work with the Head of School to develop the school calendar, teacher schedules, student schedules, duty schedule

- Research the use of technology that may benefit teaching and learning
- Monitor student progress and qualifications for grade level promotion
- Monitor compliance with attendance, discipline, and achievement standards
- Assist the Head of School in planning and implementing summer staff orientation and parent orientation
- Oversee administration of testing and use of results to improve teaching/learning
- Assess individual student needs and organizing testing and support services required for successful academic achievement
- Organize the administration of interest inventories, career exploration activities, and aptitude tests to reveal student gifts, talents, and propensities
- Work with students and parents in the fulfilment of a graduation plan
- Assist students in applying for college and seeking scholarship opportunities
- Assist the Head of School in the implementation and management of the student discipline plan
- Work with Head of School and faculty in the coordination of student activities
- Review and implement the campus Crisis Management Plan
- Ensure compliance with all Federal, State, and local health and safety laws
- Assist in the implementation of an intentional communication plan
- Support marketing strategies and the development of community awareness in coordination with the Head of School and Development Director