

Summit Upper School Principal Job Description

The Upper School Principal at Summit Christian Academy requires a servant leader who has a heart for Christian education and a passion for classical education. The Principal serves as the educational leader, responsible for overseeing policies, practices, and procedures, equipping faculty and staff with adequate training to ensure all students are given an equitable opportunity for academic success in a safe and God-centered environment. The position requires the Principal to report to the Head of School and work collaboratively with Summit's personnel, nurturing and providing direction, and communicating effectively with families and other stakeholders. The purpose of the Principal's position is to provide administrative, academic and ancillary management of all operations at the Upper School (grades 7-9 dialectic and 10-12 rhetoric). Inherent in the position are the responsibilities for instructional and spiritual leadership, scheduling, curriculum development, extracurricular activities, personnel management, student discipline, emergency procedures, and facility operations.

Essential Duties and Responsibilities:

I. Leadership

Instructional Leadership – The Principal fosters the success of all students by facilitating the implementation and advancement of Summit's Christian and classical education mission that directly impacts academic progress, spiritual growth, and school improvement initiatives.

- Provide training in curriculum and instructional materials, and best practices in educational processes through professional development opportunities.
- Lead collaborative development and sustainment efforts of the Christian and classical model and works with staff, students, parents, and other stakeholders for the advancement of Summit's mission and vision.
- Facilitate regular formal and informal training and performance assessments.
- Work closely with the Director(s) of Instruction and the Academic Advisor to advance all aspects of the instructional program.

Spiritual Leadership – The Principal is fully committed to the spiritual growth of students, faculty, and staff.

- Plan, implement, and oversee student and faculty spiritually-centered events
- Able to guide someone toward eternal salvation and personal growth in Christ

School Culture – The Principal fosters the success of all students by advancing an academically rigorous, positive, and safe school culture for all stakeholders.

- Consistently models and promotes high expectations and mutual respect for students, staff, parents, and other stakeholders.
- Ensure school safety and emergency response plans are implemented in alignment with administrative policy.

II. Human Resources and Operations Management

The Principal maintains robust personnel and operational management stability with strong communication and organizational skills.

- Recruit and retain appropriate and highly effective personnel for classroom instruction for 7th through 12th grade, and Upper School support staff.
- Management of faculty leave by maintaining a record of used and available time off, ensuring adherence to Employee Handbook for requests, and providing adequate substitute coverage for the period.
- Management of payroll hours and leave requests by approval of semi-monthly time sheets, maintaining a record of used and available leave time (if applicable), and ensuring adherence to the Employee Handbook for leave requests.
- Ensure adherence to the required professional development plan by overseeing progress towards fulfillment of requirements and provide guidance to individual faculty members as needed.
- Provide direction and scheduling for school-wide education, co-curricular, and culture building events (surveys, tests, fundraisers, service projects, science fair, thesis, etc.) by establishing and ensuring compliance to a timeline preparation needed to accomplish events.
- Provide support and aid for uniformity when communicating with parents by reviewing official communications from faculty, staff, and administration to represent a uniform “one voice” delivery from the school.
- Act as a point of contact for information and concerns regarding all operations at the Upper School.

III. Parents, Students, and other Stakeholder Relationships

The Principal is an official representative for the school.

- Maintain effective communication to keep the students, parents, and other stakeholders properly informed.
- Participate with Admissions and Marketing in addressing enrollment inquiries by providing tours and answering questions from prospective families.
- Manage the enrollment process by reviewing all new Upper School applications, interviewing prospective parents/students, and assessing students as part of the acceptance process.
- Focus on student leadership and achievement by formal and informal contact with students, providing educational counsel and encouragement, addressing conduct and performance.

IV. Facility Management

The Principal is an official representative of the school and liaison with Peninsula Community Chapel for facility management.

- Act as the liaison by communicating maintenance and supply needs for the buildings and grounds.
- Ensuring contractual adherence for building and grounds use by communicating use protocols to all faculty and staff and ensuring compliance.

- Ensuring building and grounds safety and identify needed repairs by regular walk-through inspections, scheduling mandatory fire inspections, and attending to needed maintenance and repairs.

V. Personal and Professional Development

- Maintain required current licensure and/or certifications as applicable.
- Develop personal goals toward professional growth.

VI. Relationship with the Head of School and School Board

The Upper School Principal will report directly to the Head of School and work collaboratively with the Grammar School Principal as a key member of the administrative leadership team.

- Attend School Board meetings and provide reports to the Board as requested.
- Performs all other acts reasonable and necessary to accomplish his/her primary function as requested by the Head of School.