



ELEMENTARY ASSISTANT PRINCIPAL

To Apply

Posted: November 22, 2021

Position Title: Elementary Assistant Principal

Job Type: Full Time, 2022-2023 School Year

Start Date: August 2022

School: Grace Christian Elementary

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kaylene Brown, Human Resources

Contact Phone: (541) 608-1315

Contact Email: kbrown@gracechristian.org

Minimum Requirements: Teaching Degree, Masters preferred. ACSI Teaching License and State Teaching or Administrator License or the ability to obtain.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Elementary Assistant Principal

Status: Exempt Employee/Certified Salary

Reports to: Elementary Principal

General Description: The Assistant Principal works directly under the supervision of the Elementary School Principal. The Assistants' job primarily involves spiritual/academic leadership and mentoring of students; to grow in faith with an integrated biblical worldview and live out a life as a reflection of Jesus Christ. He/she carries out the goals and objectives for the school as set forth by the Administration. He/She is employed as a role model for students, staff, and the entire school community. As such, the highest moral, ethical standards are expected at all times, on or off campus.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard in faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Possesses spiritual maturity, academic ability, and personal leadership qualities.
- Supports the schools' mission, vision, and core values.

Knowledge and Experience

- Has an understanding and commitment to GCCS philosophy of education.
- Commitment to professional growth and education as a professional.
- Competent level of skill in behavior management and disciplinary procedures with elementary students.
- Shows a commitment to each student with unique backgrounds and characteristics; is enthusiastic and enjoys working with students.
- Works effectively with others and communicates well with students, faculty, and parents.
- Deep concern for fostering constructive adolescent behavior, especially in support of academic achievement.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Encourages students to accept God's gift of salvation and supports their growth in Christian faith.
- Respects professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.

Administrative Leadership

- Establishes and maintains effective, Christ-centered relationships based on mutual respect and trust, working collaboratively with students, staff, and parents.
- Assists the Elementary School Principal in the resolution of discipline problems and maintain records of any action taken to ensure that the discipline policy is administered in a fair and just manner and that an optimum learning environment is maintained.
- Assists students toward self-discipline and acceptable standards of behavior, developing leaders for righteousness.
- Has demonstrated excellent verbal and written communication skills.
- Demonstrates commitment to the success of each student.
- Listens well to others.
- Manifests, by words and example, a Christian role model to students both in and out of school, maintaining a caring professional relationship.
- Arrives on time and fully prepared to professionally contribute in devotions, faculty meetings, parent/student conferences, professional development training and other professional activities.
- Demonstrates honesty, and effective communications with administration and faculty. Consistently and positively contributing to workplace success.

- Demonstrates commitment to the school's ministry, philosophy, and code of ethics as a Christian role model. Following the Matthew 18 principle in dealing with students, parents, administration, and faculty.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and stand for extended periods of time.
- Exhibit manual dexterity to enter data into a computer.
- See and read a computer screen and printed material with or without vision aides.
- Hear and understand speech at normal classroom levels outdoors and on the telephone.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.
- Physical agility to lift and move up to 25 pounds.
- Ability to bend, stoop, climb stairs and reach overhead.

Note: *This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate school administrator. This is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. Grace Cascade Christian Schools reserves the right to update, revise or change this job description and related duties at any time.*