



MIDDLE SCHOOL PRINCIPAL

To Apply

Posted: June 17, 2022

Position Title: Middle School Principal

Job Type: Full Time, 2022-2023 School Year

Start Date: August 1st, 2022

School: Cascade Christian Middle School

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: Graduate degree and state or ACSI administrative credentials required. School leadership experience required; Christian school experience strongly preferred.

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

Job Description

Title: Middle School Principal

Status: Exempt Employee/Administrative Salary

Reports to: Head of Schools

General Description: The responsibility of the Middle School Principal is to be the overseer of the school, spiritually, educationally, and administratively, serving under the Head of Schools. He/she is responsible for the supervision of the certified and classified staff and the implementation of the school programs to meet the needs of students, teachers, and parents. 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

- Be able to set and achieve goals with high expectations personally, as well as for staff and students.
- Direct the daily operation of the school through supervision of subordinate staff, coordination of activities, and establishment of an atmosphere conducive for a quality educational program.
- Have comprehensive knowledge of 6-8th grade operational procedures, current trends of school administration and research-based best practices.
- Has demonstrated excellent verbal and written communication skills.
- Plan, develop and coordinate instructional programs and student services within the school and to direct, manage, supervise, and annually evaluate programs and personnel.
- Provide academic and spiritual leadership, guidance and counsel to the faculty and students and maintain a high morale.
- Communicate effectively with the school community and the wider community, including news media, parents, and citizens.
- Have a proven track record of improving student achievement and overall school program.
- Understand current technology trends as they relate to student learning and educational programs.
- Value diversity among all constituents and community.
- 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 secondary students.
- Shows a commitment to each student with unique backgrounds and characteristics; is enthusiastic and enjoys working with students.
- Deep concern for fostering constructive adolescent behavior, especially in support of academic achievement.
- Foster creativity and be responsive to innovative ideas.
- Be able to remain calm, wise and deliberate under pressure.

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.
- Have personal, professional, and spiritual qualities of leadership that people respect and follow.
- 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.
- Demonstrates commitment to the school's ministry, philosophy, and code of ethics as a Christian role model.

- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration, and staff.
- Establishes and maintains effective, Christ-centered relationships based on mutual respect and trust, working collaboratively with students, staff, and parents.
- Manifests, by words and example, a Christian role model to students both in and out of school, maintaining a caring professional relationship.

Administrative Leadership

- Have the ability to facilitate the work of the Head of Schools and effectively administer the school's policies and procedures, as well as the responsibilities of the position.
- Recognizes the role of parents as primarily responsible before God for their children's education and assist them in that task.
- Assists students toward self-discipline and acceptable standards of behavior, developing leaders for righteousness.
- Keeps the Head of Schools informed of issues that raise parental concern.
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrates commitment to the success of each student.
- Listens well to others and is able to understand opposing views.
- 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.
- Participates in faculty committees and the sponsorship of student activities.
- Interview middle school students seeking enrollment and the parents of those students as needed.
- 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.*