

PRINCIPAL

King's Christian Academy is a startup school. Please note that the job description below describes the ideal role for a Principal. As KCA gets off the ground this will be treated as a living document, determining what needs to be done by the Principal, and what is better suited for another position as we move forward.

POSITION OVERVIEW

The Principal will enable KCA to pursue its vision and mission by achieving the highest academic standards and producing robust Christian character in students through the leadership and direction of the staff team, and teaching.

The Principal will lead the school on a day to day basis, teaching classes, directing staff, encouraging teachers to grow in their craft and establishing a thoroughly Christian culture within the school.

Report to the Board and work alongside the Director in a vital leadership position in order to strive for the vision and mission of the school on a day to day basis at KCA.

POSITION OVERVIEW

A. Principal Responsibilities

- Teach classes as necessary ensuring that you are well prepared in the subject.
- Fill in for teachers as occasion arises (e.g. being sick), with joy.
- Direct the daily operations of KCA by giving clear directions and scheduling to faculty and staff.
- Ensure that faculty and staff are on the same page through regular staff meetings.
- Provide non-physical discipline to students as needed, keeping parents informed of every disciplinary action.
- Work closely with the Director on projects that cross over.
- Maintain a good relationship with the Director, carefully considering direction and advice from their position as needed.

B. Staff Leadership

- Create a culture of learning by setting an example in your personal life and leading in professional development throughout the year and encourage faculty to pursue training in *Classical Christian pedagogy, via leadership emphasis, time allocation, and budget support.*
- Create and maintain a culture of inclusion amongst the faculty and staff team in order to minimize turnover and to ensure that new faculty and staff are trained and ready on day.
- Identify needs for hiring of personnel and collaborate with other staff and Board to recruit and retain faculty members that can fulfill the vision and mission of KCA

- Be intentional in open communication with potential faculty or staff to ensure that KCA has high-quality faculty and staff as the school grows.
- Oversees the culture and atmosphere of KCA, ensuring an ordered and loving environment, focused on glorifying God, with an aesthetic that distinguishes and differentiates KCA from other schools.
- Monitor cultural trends in an out of the classroom, making small course corrections as needed in collaboration with classroom teachers, and other staff.
- Establishes and communicates clear lines of responsibility within KCA's organizational structure.

C. Parent Community Leadership

- Represent KCA at numerous parent and community functions throughout the year.
- Host initial parent interviews for new families alongside Board members.
- Organize placement exams as needed for students coming in at grades other than kindergarten or grade 1, to be administered by staff.
- Maintain an open line of communication and display a willingness to meet with parents in a timely manner when requested/needed.
- Address parent concerns quickly and wisely according to our policies and procedures
- Communicate promptly with the board, staff and parents in the case of serious student misbehavior or danger,
- Engage with the parent community to foster parental partnership and to promote an increased understanding of their role as the primary educators *within a Classical Christian model of education*

D. Curriculum and Academic Progress

- Oversee curriculum adoption and application in collaboration with relevant faculty to foresee needs and improvement. Protect the school from significant changes in curriculum that have not been carefully considered and wisely rolled out with many voices speaking in from faculty and the Board.
- As needed, researches and develops academic programs and curricula through attendance at educational conferences, scholarly research, *and developing relationships with other Classical Christian schools*
- Ensure that data is collected and maintained for use by the Director in promotion and analysis. Accumulate data requested or required by the Ministry of Education.
- Review schoolwide testing results with the Director, discern academic weaknesses and strengths and make recommendations based on patterns of data.

E. Administration

- Review all school-wide communications before dissemination.
- Maintain accurate personnel records in conjunction with the Director
- Approve purchase requests by faculty and staff
- Oversee the development of the school calendar including class schedules
- Oversight of transportation needs

- Primarily responsible for regular school events
- Approve the development of extra-curricular activities and partnerships

F. Executive Leadership

- Be a vigilant steward that makes sure King's Christian Academy does not drift from its core vision and mission.
- Be an excellent team builder, leader, and motivator; you must inspire enthusiasm, bleed the school's vision and mission, and have the humility to be open to ideas for continuous improvement, growth and development.
- Be an avid promoter of the school in the community
- Ensure that the facilities used by KCA are maintained and cared for with the upmost respect.
- Be a natural community leader, both on and off campus. Create further understanding, excitement, and engagement in the vision of KCA resulting in the investment of time and resources of the community.
- Be a developer and implementer of future plans regarding facility improvement

G. Other Responsibilities

- Participate and attend Board meetings, Committee meetings that you lead or oversee, and the Annual General meetings.
- Ensure strategic initiatives and other responsibilities designated by the Board are executed or effectively delegated.
- Write a monthly report for the Board giving updates on classroom progress, specific issues and wins, and progress on other responsibilities
- Develop a strong relationship of trust and comradery with the Director to ensure the execution of the Mission and Vision of KCA

QUALIFICATIONS AND SKILL REQUIREMENTS

Required

- A clear, mature, and growing relationship with Jesus Christ; active participation and membership in a local church with strong leadership that provides personal spiritual oversight.
- Full agreement with and ability to articulate and explain the school's Statement of Faith.
- Basic understanding of Classical Christian Education, including its biblical foundation, pedagogy and philosophy with a desire to learn more
- Proven character that reflects humility, servant-leadership, and Christlike example in all areas of life.
- Ability to support and celebrate the values and mission of a Classical Christian Education.

- Ability to direct the activities of self and others to ensure that the vision and mission are being strove for on the daily
- Ability to plan, manage and monitor a development budget and demonstrate return on investment of development activities.
- Proficiency in word processing and researching capabilities.
- An Undergraduate Degree

Preferred

- Experience in an education setting
- Experience with Classical Christian Education
- Experience in leading a team of people
- Experience in managing accreditation, governmental requirement compliance and school growth initiatives.
- Demonstrated ability to engage effectively with the school and broader community and represent the school publicly.
- Demonstrated flexibility in meeting shifting demands, priorities and multiple responsibilities

REPORTS TO

The Principal reports directly to the Board of Director

COMPENSATION

As a new Christian school without a lot of donors or students paying tuition it is hard to say how much we can pay. We are open to negotiating a fixed amount, but it is important at the outset, as we get KCA off the ground, to note that this will be a labour of love that will require sacrifice across the board. That being said, we as the Board trust that it is the Lord Jesus Christ that has brought this endeavor to fruition. We therefore trust that He will provide exactly what we need and more in the years to come. What we can promise as a Board is that though compensation through a salary might be tough, we will ensure that every staff member of KCA is well taken care of.