

Liberty Christian School Secondary School Vice Principal

General Description

Position Focus: The LCS Secondary School Vice Principal will assist the LCS Principal in administrative leadership focused on promoting student growth – spiritually, academically, emotionally, physically, and socially. Primary areas of responsibility include promoting a flourishing school culture, faculty and staff supervision and development, effective communication with parents, and assisting in other day-to-day matters at the discretion of the Principal.

Hired by: LCS Superintendent and LCS Principal

Responsible to: LCS Principal

Supervises: Middle School and High School Faculty and Staff

Evaluated: An annual written evaluation is provided by the LCS Principal.

Type of Position: This is a contracted, exempt employee that is paid on a salaried basis. \$53,000-\$65,000 annually. Benefits package included.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's Declaration of Faith and Doctrinal Statement (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.

Required Professional Qualities

- Possess evidence of adequate preparation, background, or experience as determined by the Superintendent.
- Bachelor's degree required; Master's degree preferred.
- Hold an ACSI Administrative Certificate or Washington State Administrative Certification. Must make adequate progress toward a post-secondary degree and/or Administrative certification as required.

- Have a minimum of five years of successful classroom teaching experience, and three years of successful administrative experience, preferably in a Christian school.
- Have knowledge and understanding of nonprofit organizations and have the organizational skills and ability to work with people, projects, and resources.
- Demonstrate proficiency in basic computer literacy, including word processing, Microsoft business applications, spreadsheets, emailing, etc. as well as SIS systems and other related educational software.
- Have the ability to interact effectively with peers and supervisors; possess humility and a willingness to be a team player.
- Develop and maintain rapport with students, parents, staff, and the community at large by treating others with courtesy, patience, friendliness, dignity, and respect.

Required Personal Qualities

- Sign and live by the school's Lifestyle Statement (attached) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Have the ability to manage multiple tasks simultaneously.

Essential Job Functions

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the LCS Principal and school policy.
- Promote a flourishing school culture as defined within the LCS mission, vision, and core value statements as well as the Domains described in the ACSI Flourishing School Culture model.
- Work with the LCS Principal and Administrative Leadership Team on mentoring and discipling students.
- Meet on a regular basis with secondary teachers to ensure coordination of programs and prompt problem resolution.
- Provides leadership in planning of the master schedule.
- Help the LCS Principal and Academic Counselor with the revision of the parent/student handbooks, course description catalog, etc.
- Consistently implements secondary policies.
- Oversee student activities in the middle school and high school programs.
- Maintain a physical presence with the students by attendance at athletic contests, and participation in school chapels, assemblies, and other presentations.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Interview secondary students and parents seeking enrollment.
- Oversee senior graduation and related activities in cooperation with the senior advisor.
- Shall assume all other duties and responsibilities as assigned by the LCS Principal.

Governance

- Provide information and counsel to the LCS Principal on the educational challenges and procedures for the secondary level of the school.
- Keep the LCS Principal informed on issues, needs, and operation of the middle school and high school.
- Provide input to inform the school's long-range strategic plan.
- Support School Board policy and decisions to the staff, parents, and public.
- Seek and accept constructive evaluation of his/her job performance.

Personnel

- Implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of secondary school personnel.
- Ensure that all secondary school personnel have current written job descriptions.
- Provide input to the LCS Principal for staff development and in-service programs on and off campus.
- Annually evaluate the secondary school staff and provide each employee with a written evaluation. Provide appropriate information to the LCS Principal regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the LCS Principal regarding cases of assignment, transfer, promotion, demotion, non-renewal of contract, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Provide input to the LCS Superintendent and LCS Principal for the development and implementation of the school's annual budget and long-range financial plan.
- Oversee and manage the secondary school's budgetary expenditures and procedures.