



TIMOTHY

CHRISTIAN SCHOOL

Position Title:	High School Principal
Position Summary:	Provide educational and spiritual leadership in the high school consistent with the school's stated mission, philosophy, and objectives.
Position Supervisor:	Superintendent
Position Responsibilities:	<ul style="list-style-type: none"> • Develops K-12 Master Schedule with the elementary and middle school principals • Oversees school registrar duties, i.e. schedule changes, transcript accuracy, graduation requirements, academic status management • Directs High School staff meetings • Oversees spiritual encouragement and direction of high school staff • Communicates (verbal/written) administrative matters with high school staff • Demonstrates an awareness of student body needs and initiates collaborative solutions • Assists School Administrator with serious student issues • Prepares reports for School Administrator and the Board as requested • Provides for safe arrival and departure of all students • Communicates academic resource needs to Media Center • Directs parent/teacher conferences • Maintains healthy parent communication • Provides counsel to students • Teaches at least one class per day • Supervision of Guidance Department • Management of HS awards • Handles all routine discipline issues on a daily basis • Communicates with the school administrator and parents concerning serious discipline issues • Assists the staff in dealing with discipline issues • Directs the graduation practice • Attends administrative meetings as required • Communicates with parents concerning excessive absences and detentions related to excessive tardies • Supervises the administration of standardized testing • Supervises faculty as concerns daily job performance
Position Qualifications:	<ul style="list-style-type: none"> • The employee must have received Jesus Christ as his/her personal Savior and believe the Bible is God's Word and standard for daily living. • The employee shall support the doctrinal position of TCS and will abide by the Standard of Conduct. • The employee shall be in fellowship with a local church that has a

	<p>doctrinal position consistent with that of TCS and support its ministry through regular attendance and participation.</p> <ul style="list-style-type: none">• The individual must hold a minimum of a Master’s degree in an education related field and be ACSI certifiable in their related teaching area.• The individual must have a minimum of five years of experience in Christian education.• The individual shall see teaching as a “calling” from God and agree with the school’s philosophy of education and instruction.
--	--