



# Secondary Principal

## Overview

The secondary principal is responsible for supervising and supporting classroom teachers in the planning and implementing of learning experiences that help in the intellectual, spiritual, emotional, social and physical development of children within a Christian, safe and healthy learning environment.

## School Leadership

- Develop and communicate a clear vision for the middle and high school program in alignment with our school's overall mission and goals, and work to promote a positive school culture that helps our students grow into active disciples of Jesus Christ.
- Lead efforts to continually improve academic programs, student achievement, and overall school performance.
- Communicate effectively with parents, students, faculty and staff, keeping them informed about school initiatives, events, achievements, expectations and other important information.
- Maintain accurate and orderly student and staff records for all areas pertaining to the principal's responsibilities.
- Plan and implement faculty assignments, class schedules, curriculum initiatives, and other responsibilities assigned to the secondary principal.

## Faculty Support and Supervision

- Provide ongoing support, mentorship, and professional learning opportunities for faculty and staff to enhance teaching effectiveness and job satisfaction.
- Regularly encourage the faculty members, and be present in the life of the middle and high school activities and community.
- Visit classrooms regularly to observe teaching and learning, and guide faculty development and growth (individually and collectively) based on direct observations and communication with the faculty and students.
- Meet with each teacher proactively to check in on them and provide professional and personal support, and be available for them to reach out for help as well.
- Conduct regular evaluations of faculty and staff performance, providing constructive feedback and recognition for excellence.
- Participate in the recruiting, hiring and retention of high-quality teachers and staff, fostering a culture of professional growth and development.

## Student Support and Discipline

- Establish and enforce clear expectations for student behavior and conduct, promoting a positive and respectful school climate, and enforcing the school's behavior policies.
- Support and promote programs to address student needs, including counseling, behavioral support, and intervention programs.
- Provide support and training for teachers as they manage their classrooms and student behavior, empowering them to use effective classroom management strategies, work with students to improve problematic behaviors, and communicate proactively with parents.
- Communicate and collaborate with parents and guardians to support student well-being and success inside and outside the classroom.

## Qualifications

- Master's Degree in education or school administration
- Five years classroom teaching experience and two years experience in school administration (preferred)
- Complete fluency in English, and good communication skills in Spanish (preferred)
- Exceptional organizational skills, professional written and verbal communication skills, technology skills and high level of efficiency in work
- Ability to work collaboratively with other administrators, teachers, parents, and students while maintaining confidentiality for all concerned
- Ability to work under pressure, meet deadlines, and maintain a calm demeanor in all written and verbal communication
- Evangelical Christian testimony with active local church experience
- Sense of calling to serve in a developing country setting
- Willingness to make a five (or more) year commitment (negotiable)