



# NORTHWEST CHRISTIAN SCHOOLS, INC.

NORTHWEST CHRISTIAN SCHOOLS, INC.  
5028 E. Bernhill Road  
Colbert, WA 99005  
(509) 292-6700; FAX (509) 292-6713

## Secondary Principal

**Reports to:** Head of Schools

**Location:** Colbert Upper Campus

### JOB SUMMARY:

The Secondary Principal works closely with the Head of Schools, the secondary (7-12) teachers, the junior and high school leadership team, the junior and senior high school staff, the Athletic Director, other campus administrators, parents, and students to implement, administrate, and oversee all educational and extra-curricular programs for grades 7-12.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Servant Leadership and Specific Responsibilities

- **Oversight:**
  - Lead and assess all phases of the junior and high school programs including academic, spiritual, social, and emotional activities.
- **Instruction:**
  - Supervise, train, and evaluate all junior and high school instruction ensuring that all expectations are being met within the six domains of instruction & interaction, spiritual integration, preparation & planning, classroom management, communication, & professional development.
  - Ensure that all programs are aligned with NWCS' mission, vision, and accreditation standards.
- **Programming:**
  - Plan and implement all educational schedules, duty rosters, orientations, training for junior and high school students, faculty, and staff.
  - Coordinate with department chairs, all phases of curriculum planning, mapping, and adoption.
  - Oversee and plan course needs, teacher assignments, Master Schedule, the Business Plan, and junior and senior high school programming.
  - Coordinate special events with admin team related to the junior and senior high school program, maintain a meaningful junior and high school calendar, clearly communicate it to all staff, parents, and students
  - Work with Head of Schools, other administrators, and lead teachers on Biblical instruction and spiritual formation at the junior and senior high level.
- **Communication:**
  - Communicate all expectations through a junior and senior high school Parent/Student Handbook and communicate logistics effectively thorough weekly teacher and weekly parent communication.
- **Students:**
  - Work to develop strong and caring relationships with students.

- Provide effective Biblical leadership and mentoring to students.
- Work with the Dean of Students to support teachers in the area of student discipline.
- **Admissions**
  - Interview and approve all students, teachers, and secondary support staff entering the secondary programs.
- **Coordination / Supervision**
  - Coordinate with the junior and high school leadership team to oversee all manner of activities, athletics, games, events, college/career efforts, and programming at the high school
  - Assist the Director of Facilities and Director of Security in maintaining a safe and secure school.
  - In coordination with the Director of Security, organize and implement effective evacuation and safety drills throughout the year

### **Spiritual Leadership**

- A personal relationship with Jesus Christ exemplifying a life-style that brings honor and glory to God.
- An active commitment to a Bible-believing church and to daily prayer and Bible reading.
- A walk with God which produces integrity, approachability, self-control, gentleness, respectability, humility, thoughtfulness, faithfulness, perseverance, and patience.
- Ability to coordinate and lead junior high and high school chapels
- Ability to lead Christian character development / mentoring for all junior and high school students

### **Visionary Leadership**

- A commitment to Northwest Christian Schools' mission and vision: To provide a Gospel-centered education every day for every student.
- To promote a Biblical, Vibrant, and Relational education that prepares minds and transforms hearts
- A dynamic ability to motivate students and staff in pursuit of perpetual improvement of the secondary school program.
- Ability to see the "big picture" of NWCS' mission beyond the junior and high school program
- A proven ability to work as a team with the Head of Schools and junior and high school leadership team in seeking God's wisdom and guidance for the future of NWCS
- A commitment to implement the School Improvement Plan and annual goals as defined by CSI Accreditation and the Head of Schools.

### **Mission-Minded Leadership**

- A demonstration of support for NWCS' mission and enthusiasm to encourage junior and high school staff commitment to the mission.
- Proficient understanding of NWCS' Biblical, Vibrant, and Relational core values.
- An ability to model, promote, and coach effective instructional practices.
- An ability to communicate NWCS' mission and vision to new and existing families.
- A commitment to the educational well-being of all junior and high school students recognizing unlimited potential in Christ in all areas: physical, intellectual, emotional, and social.

### **Culturally Aware Leadership**

- An ability to proactively combat the non-productive cultural influences on today's high school students in our culture and society.
- A capability to communicate and instruct students in the areas of character development, responsibility, and relationships.
- An understanding of the importance of networking with other secondary educators and an understanding of positive and negative trends in junior and high school education
- A commitment to quality professional growth for oneself and the secondary staff
- A commitment to cultural norms of transparency, honesty, team building, and positivity.

### **Team-Building Leadership**

- A recognition of the crucial importance of junior and high school teachers and junior and high school leadership team to the success of NWCS' educational program

- A commitment to unity of the body of Christ
- An ability to cultivate team spirit among junior and high school staff and plan effective high school meetings and professional development in-services activities.
- A capability to cultivate, in conjunction with the Head of Schools, parent education programs.
- An awareness and ability to recognize and support volunteers.
- Maintain professional relationships among faculty, staff, students, and parents consistent with the Matthew 18 principle
- An ability to honor staff, students, parents, and all persons associated with NWCS.

#### **MINIMUM QUALIFICATIONS**

- Master's degree in education (preferably Educational Administration).
- Current Principal Certification in WA and/or willingness to transfer Principal certification from another state.
- 3 years of proven experience as an effective instructor.
- 3+ years of proven experience in an educational leadership position.

#### **BENEFITS AND WORK SCHEDULE**

- \$ 65,000 – 85,000 Depending on experience and education
- Medical and dental policies, tuition, discount, sick leave, and retirement
- Professional enrichment opportunities
- 12-month position
- 2 weeks' vacation

***Northwest Christian is an equal opportunity employer. The job description does not constitute a written or implied contract of employment. Organization reserves the right to revise or change job duties and responsibilities as the need arises. Requirements are representative of minimum levels of knowledge, skills, and experience required.***