



Elementary Administrator

SCA is growing and expanding positions!

SCA seeks Christian educators who are impassioned, creative, nurturing, and relational. For this position, if you are gifted in fostering curiosity of students about learning, engaging student participation, developing critical thinkers, and building student leadership in a safe and trusting environment, as well as fostering collaboration with teachers, we welcome you to consider applying for this position.

Title:	Elementary Administrator (title of Vice Principal or Principal to be determined based on the previous school administration experience level of candidate). Grades Preschool through 5th
Reports to:	Supervised by Head of Preschool through 8th Grade
Oversees:	All faculty and staff Preschool through 5th Grade.
Evaluation:	Performance will be evaluated by the Head of Preschool through 8 th Grade and Superintendent in accordance with this Job Description and the expectations of administrators at SCA.
Status:	Full Time
Start Date:	Tuesday, June 1, 2021

POSITION SUMMARY

The **Elementary Administrator** (title of Vice Principal or Principal to be determined based on the previous school administration experience level of candidate) is in charge of the daily administration of the school, parents, and student body. They serve as the educational leaders, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe traditional Christian learning environment that meets the approved curricula and mission of the school. He/she oversees their faculty and staff. Achieving academic excellence requires that the person on this position work collaboratively to direct, nurture, manage, and evaluate all members of the school staff and to communicate effectively with parents. Inherent in the position are the responsibilities for scheduling, curriculum development, extracurricular activities, personnel management, emergency procedures, facility oversight and the like. The person should be someone capable of making difficult decisions, have leadership qualities that include team building, relationship building, and hold all of these responsibilities with a Biblical worldview.

MINIMUM JOB STANDARDS AND REQUIREMENTS:

- Education:

- Completed Masters Degree in Educational Leadership or higher.
- Experience:
 - 2 years as a full-time school administrator preferred.
 - 4 years or more of prior teaching experience.
- Skills and Experience:
 - Broad knowledge of educational administration, curriculum, and instruction.
 - Conversant and supportive of a Christian Worldview educational model.
- Professional Certifications:
 - Certified Administrator with ACSI (can be achieved upon hire).
 - Certified Administrator in Arizona, or another state (candidate should become certified in AZ on their own).

REQUIRED PERSONAL QUALITIES

The employee shall:

- Have a personal relationship with God through faith in Jesus Christ.
- Believe that the Word of God is the standard for faith and daily living.
- Be a Christian role model in attitude, speech, and actions toward others.
- Be a regular attendee at a Bible believing church.
- Exhibit love and grace in their relationships.
- Sensitive, dedicated and mature Christian of good character and reputation. Firm foundation in their faith. Firm commitment to the mission of SCA, the Staff Handbook, and the ministry's core values.
- Unconditionally agree with our doctrinal statements at SCA including the Statement of Faith, Position on Critical Issues, and the Statement on Marriage, Gender, and Sexuality.
- Understand the ministerial function of their role as described in the Policies and Procedures Manual.

ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES

- *Academic and other School Programs:*
 - Support, encourage, nourish, coach, and hold accountable the teachers and staff under supervision, with a focus on community and culture.
 - Is the point of contact for parents and staff. They establish and promote high standards and expectations for all students' academic performance and responsibility for behavior.
 - This position is supported by partner administrators (lateral) including the Administrator of Curriculum and Instruction. They work together in their individual capacities as a team to ensure the success of the whole child education.
 - Establish the annual master schedule for instructional programs, ensuring sequential learning experiences for students consistent with the school's

philosophy, mission statement and instructional goals in overseeing the implementation of the long-term initiatives resulting from the strategic planning of the school and its Superintendent.

- Supervise the instructional programs of the school, evaluating lessons and observing classes (teaching, as duties allow) on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development in monitoring cultural trends in the school - correcting negative trends and inspiring positive cultural growth—by consistently being involved in the life of the school as an observer and participant resulting in a godly culture.
 - Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school. Ensure a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, attendance and discipline matters.
 - First point of contact for parent interaction. Parent meetings, once they have moved past the teacher, should be managed and handled at this level.
 - Coordinates and chairs the regular staff meetings with the instructional team, as well as overseeing of staff development together with the Administrator of Curriculum and Instruction.
 - The face of the daily operation of the school, the face to the parents, students and staff. They are the go-to administrator for staff and parents.
 - Ensuring the biblical Christian worldview through all areas of the program.
 - Manage, evaluate and supervise effective and clear procedures for the operation and functioning of the school consistent with the philosophy, mission, values and goals of the school including instructional programs, extracurricular activities, discipline systems to ensure a safe and orderly climate, building maintenance, program evaluation, personnel management, office operations, and emergency procedures. This also includes budget management ensuring spending is within budget and managed with stewardship in mind.
 - Utilizing the support of the Administrator of Curriculum and Instruction while maintaining the responsibility and oversight of those elements.
- *Other duties ...*
 - Establish a professional rapport with students and with staff that has their respect. Display the highest ethical and professional behavior and standards when working with students, parents and school personnel. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession. Encourage all teachers to do the same.
 - Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Sharing and delegating to his or her immediate subordinates such that they

- will be prepared to collectively lead the school. Promoting an internal organization that permits positive proactive communication – up and down.
- There are many detailed tasks not listed here that go along with being an administrator, but implied within, such as scheduling, programs, placement, student accountability, student life, facilities, trips, events, and oversight of staff assigned to them including evaluation, assertive interventions, and team building.
 - In addition to teachers, oversee other staff in the Elementary school including after care, nurse, library, counseling, Hub, honors, Pathways, etc... (Some of these report to elementary, middle, and high).
 - Oversee/run all staff meetings.
- *Other responsibilities as requested by the Head of Preschool through 8th Grade and Superintendent.*
 - Follow all guidelines for employees, including those in the employee handbook, student and parent handbook, and the policies and procedures manual for the school.

The purpose of this job description is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. This job description is not meant to inhibit employee creativity or innovation. It may be revised when necessary.