

Orangewood Christian School

Job Description

Job Title: Upper School Principal

FLSA Status: Salaried, Exempt

Department: Administration

Reports to: Head of School

Supervises: Upper School Faculty and Staff, Dean of Faculty, Dean of Students, Head of Guidance, and International Programs Coordinator

Education Requirement: Master's Degree

Years of Experience: 5 years of successful experience in academic leadership, preferably at the secondary school or higher education level. 3+ years classroom teaching experience preferred

Licenses or Certifications: Hold a state certification, or is certifiable in the State of Florida

Summary: Orangewood seeks an Upper School Principal to lead its administration, faculty and staff for grades 7-12.

The principal reports directly to the Head of School, is a member of the senior leadership team, and leads all operations of the upper school including administrative, curricular, guidance and educational services, spiritual formation, and international student offerings. The principal works closely, and in conjunction with, other members of the leadership team, faculty, staff, volunteers, students, parents, alumni, and school community to advance the mission of the school.

The principal is responsible for monitoring student academic performance and supervising the student support teams. He/she must possess the ability to interact and communicate effectively with students, faculty, staff, and parents, both orally and in writing. Orangewood principals are building Christian community within and beyond the school, and are active in the Orangewood community and serving as Christian role models to students, parents and staff.

Essential Function:

- Lead and execute vision and accountability on matters related to Orangewood Christian's grades 7-12 educational program; ensuring curriculum is based on national standards, and current and future trends
- Provide oversight on the continued progress and success of the school's internal strategic plan
- Serve as the educational, organizational, and spiritual leader of the upper school
- Develop and nurture the student life and Gospel-centered culture of the school
- Inspire and motivate faculty and students to excel in all academic areas of the school in keeping with the school mission

- Provide guidance and training to all upper school faculty and staff
- Ensure Orangewood's mission and core values are imbedded in all programs and services, grades 7-12
- Oversee school's academic and cocurricular offerings, particularly as it relates to coordinating grades 7-12 scope and sequence, faith and learning integration, instruction, benchmarking, and articulation with our lower school
- Lead the faculty in the development and implementation of curriculum and policy
- Maintain excellent, well-trained faculty, and lead their learning and personal development to empower them to deliver the mission with excellence
- Lead progressive professional development strategies
- Build strong relationships with students and their parents
- Manage the upper school budget
- Administer the upper school master schedule in conjunction with the Head of Guidance
- Ensure safe and efficient daily school operations
- Work closely with the Admissions Director to ensure the admissions process is effectively implemented to promote acceptance of only academically and missionally-aligned students and families

Supplemental Function:

- Coordinate school activities, and partner with our Parent-Teacher Fellowship (PTF)
- Attend and encourage participation in cocurricular activities
- Model personal learning and development
- Be well-versed in scholarship on teaching, the purpose of Christian education, and curriculum
- Be teachable and coachable
- Work collaboratively with colleagues by contributing and listening to the ideas of others
- Model Christian living to students, parents, and staff
- Build Christian community within and beyond the school
- Be an active member of Orangewood Church

Required Personal Qualities:

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice
3. Faithfully attend and actively participate at Orangewood Church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom

Additional Personal Qualities:

The employee shall:

- 1. Recognize the role of parents as primarily responsible before God for their children’s education and be prepared to assist them in that task
- 2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality
- 3. Meet everyday stress with emotional stability, objectivity and optimism
- 4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy
- 5. Have a strong command of the English language in both verbal and written communication
- 6. Respectfully submit and be loyal to constituted authority
- 7. Notify the Head of School of any policy that he/she is unable to support
- 8. Refuse to use or circulate confidential information
- 10. Make an effort to appreciate and understand the uniqueness of the Orangewood community

Work Environment:

X-Offices X-Classrooms X-Outdoors X-Community
 All facilities including roof and crawl spaces Other: _____

Physical Demands:

X-Walking/Standing X-Lifting/Moving (number of pounds: 25) Stretching
 Exposure to cold/heat X-Talking/hearing X-Vision (close and distance)
 Bending/climbing Other

* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Evaluation: Performance will be evaluated initially at 90 days then annually thereafter with this position description. Employees will undergo initial and periodic subsequent background checks and drug screenings as required.