

Job Description

Job Title: Upper School Assistant Principal

FLSA Status: Salaried, Exempt

Department: Upper School

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.

Reports to: Upper School Principal

Supervises (number of employees): 10-15

Education Requirement: Master's Degree

Years of Experience: 3-5

Licenses or Certifications: Holds or is in the process of earning a Florida Educator Certificate

Summary: Our Principals are building Christian Community within and beyond the school, are active (or willing to become) members of Orangewood Church and serve as Christian role models to students, parents, and staff. The primary role of this position will be to focus on the Middle School by implementing the Essential Functions listed below.

Essential Functions

Staff Leadership

- Responsible for interviewing and screening candidates for middle school teaching positions
- Responsible for making recommendations with regard to the hiring and retention of teachers
- Responsible for making recommendations with regard to the hiring and evaluation of non-instructional staff
- Responsible for spiritual formation and mentoring of teachers
- Supervise and evaluate teachers
- Encourage teachers' professional growth
- Keep professional development and personnel records
- Build positive morale and school climate
- Conduct orientation program for new staff
- Plan professional development activities
- Conduct middle school staff meetings
- Support teachers in classroom management and student discipline
- Mediate parent-teacher conflicts

Community Leadership

- Provide parent education programs
- Be available for parent conferences before, during and after school as needed
- Be available for phone conferences in the evening
- Develop programs to inform the parents about the school programs and goals
- Coordinate activities and support the PTF
- Attend and encourage participation in co-curricular activities

Instructional Leadership

- Encourage academic excellence throughout the middle school program
- Oversee curriculum; cooperate with lower and upper school principals in supervising the scope and sequence of academic program, ensuring vertical integration across schools
- Supervise achievement testing and analyze results
- Supervise the evaluation of students and the reports to parents
- Create and annually update the faculty handbook
- Promote the integration of technology in school programs and curriculum

Student Leadership

- Define Christian behavior standards for students
- Plan and coordinate middle school events, including annual retreat
- Supervise the application process and oversee screening of new students
- Mediate students' conflicts
- Mediate student-teacher-parent conflicts
- Implement discipline procedures for serious infractions
- Monitor students' academic progress
- Support Educational Services program
- Support Fine Arts program
- Support Athletic program
- Grow student leadership roles/mentor student leaders

Parent Leadership

- Supervise the application and orientation process for new families
- Encourage parents to fulfill the covenant mandate
- Encourage parental involvement in the operation of the school
- Communicate regularly with parents through personal phone calls, email, RenWeb, or mailings
- Provide support to parents dealing with family or educational problems through individual counseling for minor issues
- Make referrals to appropriate professionals in the community to parents dealing with significant family or educational problems.

Managerial Responsibilities

- Responsible for every phase of the middle school program
- Responsible to report to the Upper School Principal on a regular basis and to the School Committee on a monthly basis on matters pertaining to the middle school program
- Ensure safe and efficient daily operations
- Supervise middle school records—enrollment, attendance, and discipline
- Implement the safety procedures described in the Crisis Management Plan and ensure compliance with state and local regulations
- Manage Middle School physical plant; report need for room repairs, upgrades, replacement of furniture, carpeting, etc.

Professional Development

- Attend educational conferences and participate in in-service activities to maintain professional growth
- Keep current in scholarship on teaching, the purpose of Christian education, and curriculum

- Maintain teachable and coachable attitude
- Work constructively with colleagues by contributing ideas and listening to the ideas of others

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 support a local 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.
9. Place his/her OCS position ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

Work Environment:

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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually quiet.

Physical Demands:

- ☐Walking/Standing
 ☐Lifting/Moving (number of pounds - 25)
 ☐Stretching
- ☐Exposure to cold/Heat
 ☐Talking/hearing
 ☐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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to reach with hands and arms.