

Job Title: Secondary Assistant Principal

Department: Secondary Campus

Supervisor: Secondary Principal

FLSA Status: Exempt

Summary

Assists the Secondary Principal with leadership, direction, and supervision by overseeing the student culture and discipline of the secondary student body. Primary qualities sought in this position include a balance between a pastoral heart and an assertive presence on campus. This position will be primarily responsible for developing and facilitating the leadership curriculum for all students, 6th through 12th grade.

Required Christian Qualities

- Is a born again Christian and has made a profession of faith of Jesus Christ as Savior and Lord.
- Believes the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God.
- Accepts without reservation and lives by the school's Statement of Faith and Statement on Marriage, Gender, and Sexuality as a condition of employment and continued employment in this ministry.
- Manifests by daily example the highest Christian virtue serving as a Christian role model both in and out of school.
- Glorifies God by partnering with parents within a Christ-centered community to instill a biblical worldview in students by educating, equipping, and encouraging in faith, excellence, and service.
- Integrates biblical principles and the Christian philosophy of education throughout instruction.
- Faithfully attends and financially supports a local church whose fundamental beliefs are in agreement with the school's Statement of Faith.
- Has the conviction of being called by God to Christian school ministry.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assists the Principal and collaborates with teachers and staff on matters pertaining to student achievement or in the daily enforcement of NBCA policies and procedures.
- Proactively communicates policy changes with students and families
- Develops and facilitates leadership curriculum for all students, 6th through 12th grade
- Oversees the facilitation of all leadership retreats and groups
- Manages student attendance issues and academic probation issues and create plans to help students succeed
- Ensures that all classes are covered by a teacher or substitute
- Confers with the Principal, teachers, students, and parents concerning educational and behavioral problems in school
- Participates and assists in supervising events, functions, and/or activities within the campus.
- Walks about school buildings and property to monitor safety and security.
- Assists in conducting teacher training through in-service and regular faculty meetings.
- Assists the business office in maintaining complete and accurate student and employee records and ensure the security of privileged information

Supervisory Responsibilities

Carries out supervisory responsibilities in accordance with NBCA's policies and applicable laws. Responsibilities include assisting in the implementation, supervision and administrative support of building educational programs, providing student services related to student management, discipline and academic achievement; providing leadership; and for assisting, organizing and supervising various Secondary programs, events or instructional functions, as assigned by the Principal.

Competencies To perform the job successfully, an individual should demonstrate the following competencies:

- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how a job relates to others; uses resources effectively.
- Use of Technology - Demonstrates required skills.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional student, parent, faculty, or staff situations; responds promptly to student, parent, faculty, or staff needs; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation - Establishes and maintains effective relations with colleagues, families, and students; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Teamwork - Contributes to building a positive team spirit; puts success of NBKA above own interests; able to build morale and group commitments to goals and objectives.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Change Management - Communicates changes effectively; prepares and supports those affected by change; monitors transition and evaluates results.
- Performance Coaching - Defines responsibilities and expectations; sets goals and objectives; gives performance feedback; motivates for increased results; recognizes contributions; encourages training and development.
- Delegation - Delegates work assignments; sets expectations and monitors delegated activities.
- Managing People - Includes staff in planning, decision-making, facilitating, and process improvement; takes responsibility for subordinates' activities; makes self available to faculty and staff; provides regular performance feedback; develops subordinates' skills and encourages growth; continually works to improve supervisory skills.
- Business Acumen - Understands business implications of decisions.
- Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Impact & Influence - Uses authority appropriately to accomplish goals.
- Recruitment & Staffing - Analyzes and forecasts staffing needs; makes quality hiring decisions.
- Cost Consciousness - Works within approved budget; conserves organizational resources.
- Diversity - Promotes a harassment-free environment.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.
- Strategic Thinking - Develops strategies to achieve organizational goals; understands organization's strengths and weaknesses.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.
- Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Planning/Organizing - Prioritizes and plans work activities; sets goals and objectives; organizes or schedules other people and their tasks.
- Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree from accredited four-year college or university. A minimum of two years experience in education or organizational leadership.

Language Skills

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, faculty, administrators, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of RenWeb Database software; Google Drive Internet software; Excel or Google Sheets Spreadsheet software and Word or Google Docs Word Processing software.

Physical Demands

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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit and talk or hear. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

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 regularly exposed to outside weather conditions. The noise level in the work environment is usually loud.