Position Posting and Summary

Direction: The Principal Administrator works together with the SCA Board in setting the direction of the Academic community.

Administration: The Principal Administrator works together with support staff, and a faculty leadership team, to carry out the administration of the academy.

Inspiration: The Principal Administrator possesses a rich devotional life in Christ that will result in the character of Christ. This character inspires others to fulfill their roles in the greater academic framework and community.

Job Responsibilities

* Review and observe current teaching methods and learning materials as needed for areas of improvement and to ensure they meet the current local, state and federal requirements.
* Work with teachers and necessary staff to establish and uphold curriculum, school mission statement/culture and performance goals and standards.
* Meet with parents and work with teachers during scheduled conferences to review school policies, educational activities/events and student performance while offering information on upcoming changes to curriculum, programs and the like.
* Approve job postings, hire, interview and onboard new teachers and additional staff members as they join the team.
* [in Collaboration with SCA Board] Create, review and modify school budget and resources at least once a month. The job also entails looking for supplemental funding opportunities and grants at the local, state and federal levels.
* [In Collaboration with SCA Bookeeper] Draft, proofread and submit all financial reports according to latest deadlines.
* Help with the yearly accreditation process, which involves reviewing and sending reports, grants and contracts to state licensing boards.
* Other responsibilities that emerge, as circumstances deem necessary, while working in concert with the SCA Board

Job Skills & Qualifications

Required:

* Master’s degree
* Current state professional certification in educational leadership
* At least two years of experience as a school administrator

Preferred:

* Former teaching experience
* Knowledge of the most current educational computer software and programs