



Lexington Christian Academy is seeking a **High School Principal**.

POSITION PURPOSE

The Principal is responsible for the supervision and management of the high school campus. The Principal will supervise the instructional, disciplinary and curriculum development process on the high school campus. As the administrative leader for the high school, the Principal will lead the campus in the accreditation and school improvement process.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Maintain an active personal relationship with Christ and professed follower of Christ adhering to the basic precepts of historic, orthodox Christianity made visible by active membership in a local church.
2. Promote the understanding of the school's beliefs and mission to the faculty, staff, students, their families, and community.
3. Lead and promote an atmosphere of continual improvement in student achievement based on biblical truth, the school's mission statement, solid educational research, and student performance data.
4. Provide spiritual oversight and direction.
5. Direct the educational program of the high school.
6. Work cooperatively with the Director of Curriculum and Instruction in the administration of the school curriculum and educational instruction.
7. Conduct regular faculty and support staff meetings.
8. Coordinate and lead the Parent and Teachers in Partnership (PTP) committee.
9. Direct the daily working relationships among teachers, students, parents, and support personnel.
10. Initiate and maintain professional development programs for the faculty and staff that support the continual improvement of student achievement.
11. Recruit, interview, and recommend the hiring of new faculty and staff based on the mission of the school and staffing needs.
12. Administer the placement of all faculty and staff.
13. Complete an evaluation process for the faculty and staff.
14. Direct the comprehensive discipline program for the school.
15. Interview and make recommendations concerning acceptance of prospective students.
16. Approve and supervise guidance and disciplinary records in accordance with

- the expectation of school governance.
17. Approve and supervise the planning of field trips.
 18. Work cooperatively with the Director of Finance/CFO in the administration of the campus budget.
 19. Maintain oversight of all extra-curricular groups connected with the campus.
 20. Review the safety and emergency plan with campus personnel.
 21. Monitor the school's compliance with the Chemical Hygiene Plan.
 22. Monitor the school's compliance with the KHSAA.
 23. Establish and maintain campus procedures that support school policy and school procedures.
 24. Follow all school policies and procedures as set forth by the Board of Directors and Head of School.
 25. Maintain confidentiality regarding matters of information related to students, parents, faculty, or administration.
 26. Maintain a good working relationship with other faculty and staff.
 27. Maintain working hours as designated by the contract.
 28. Support the school's leadership to the parents and community in all written and oral communications.
 29. Perform other duties as assigned.
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QUALIFICATIONS

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| EDUCATION/CERTIFICATION: | <p>Minimum preferred education: Master's Degree in Education and/or Educational Leadership</p> <p>Minimum preferred certificate: Principalship and ACSI administrator certificate or willing to obtain.</p> |
| REQUIRED KNOWLEDGE: | <p>The Principal must meet the standards as required by AdvancED for accreditation.</p> |
| REQUIRED EXPERIENCE: | <p>Minimum 3-5 years successful classroom teaching</p> <p>Minimum 3 years administrative experience prefe</p> |
| SKILLS/ABILITIES: | <ul style="list-style-type: none"> -Strong leadership and interpersonal skills. -Solid organizational and analytical skills. -Ability to coordinate, manage and direct others. -Computer skills, including word processing, email, social media and web page understanding. |

TO APPLY:

Interested candidates should attach their saved **LCA Staff Application** .pdf and resume in an email to Julia Leopold, Director of Human Resources, jleopold@lexingtonchristian.org. The LCA Staff Application is available as a fillable .pdf on the right side of our employment webpage:

<http://www.lexingtonchristian.org/about-us/join-our-team.cfm>.