



## Superintendent/ Jr. High- High School Principal

Victory Christian Schools seeks an inspiring and enthusiastic Superintendent/Principal (Jr High/High School), with strong Christian character, to lead our Elementary and Jr High/High Schools, in accordance with the Mission Statement, Core Values, Statement of Faith, and Bylaws of the school.

### **ESSENTIAL FUNCTIONS**

#### BOARD RELATIONSHIP

- Assist the Board of Directors with strategic and long-range planning.
- Attend and report on the progress and status of the school at monthly board meetings as well as the Annual Business Meeting.
- Participate as an ex-officio member of each standing committee of the Board, although not serving as chair for any committee.
- Recommend policies for the further development of the school.
- Present a projected calendar to the Board for the following academic year.
- Implement board policies, budget, and directives to meet the spirit and the intent of the Board.
- Prepare an annual budget for the operation of the school.
- Develop curriculum recommendations, with input from the Elementary principal and key stakeholders, and submit to the Board as needed.
- Serve as educational consultant to the Board in regards to the school's educational mission.
- Inform the Board of essential school matters and communicate Board decisions to faculty and staff.

#### FACULTY

- Provide direct oversight to High School/Jr. High faculty.
- Assist Elementary principal in performing her duties.
- Provide leadership to develop and maintain a Christ-centered school.
- Provide oversight to the elementary principal regarding discipline.
- Maintain an understanding of current trends in education.

#### ADMINISTRATIVE

- Maintain a physically and emotionally positive work/learning environment. Administer rules and procedures promptly, fairly, and consistently. Promote good relationships among the administration, faculty, staff, parents, and students.
- Provide leadership, oversight, and guidance for development programs in community relations, fundraising, student recruitment and retention, publications, and other projects as may be necessary.
- Maintain good relationships with the appropriate state, local, or federal government agencies.
- Provide leadership in the development of the school campus.
- Oversee the operation and maintenance of all school facilities and vehicles.
- Oversee regular emergency drills and building safety inspections.
- Work with business office staff to maintain the efficient financial operation of the school.
- Oversee reporting to ACSI, WASC and other agencies as required.
- Oversee all school communication regarding school safety, workplace injuries, etc.
- Provide supervision and evaluation to direct reports.

#### PROFESSIONAL

- Work to keep the school consistent with and in support of Victory Christian's Statement of Faith.
- Provide insight in setting clear organizational goals for the school.
- Give strategic leadership to brand recognition of Victory Christian in the local community.
- Provide leadership and balance for the school's various activities (Academic, Spiritual, Athletic, Artistic) to fulfill Victory Christian's mission.

- Provide guidance in the design, implementation, and administration of curricula, student programs, and services appropriate to the school's mission and needs of the students.
- Set standards of excellence and achievement in the areas of academics, extra-curricular activities, and character development. Ensure the school's programs prepare students for higher education and the workplace in the 21st century.

**To apply for this position:**

Please submit a resume and cover letter via email to

[lcooper@victorycs.org](mailto:lcooper@victorycs.org)

**Subject line:** Superintendent/ Jr. High- High School Principal Position