

MS/HS Principal Job Listing

Description

Granville Christian Academy is a K-12 grade private school in Granville, Ohio. GCA is seeking a Principal to manage the overall academic program for the 2021-2022 school year. The Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures to ensure that all students are supervised in a safe learning environment that meets the mission of GCA. This includes providing administrative services, monitoring the educational program, personnel management, and assisting the Head of School. Candidate for this position will be carefully and prayerfully evaluated according to the following leadership criteria:

- Candidate's mission, vision, doctrines, and philosophy are in alignment with GCA
- Ability to articulate clear and vibrant Christian testimony
- Big picture educational leader
- Possesses strong relational skills
- Possesses excellent oral and written communication skills
- Ability to manage crises and make tough decisions for the good of the school and its overall ministry
- Ability to see and cast vision under the leadership of the Head of School
- Skills in developing strong relationships with families
- Ability to inspire confidence in all constituents
- Ability to evaluate and assess school programs and make appropriate adjustments

Requirements

General Qualifications

- Master's Degree in Education preferred, with a concentration in Administration
- Professional Administrator License or a Principal License
- Administrative Certificate from the Association of Christian Schools International (ACSI)
- Teaching experience required; 3 to 5 years Administrative leadership preferred.

Job Responsibilities

- Demonstrate spiritual leadership to school faculty, students, and parents
- Provide leadership and oversight of the school curricular program
- Create class schedules
- Manage extracurricular programs
- Discipline and counsel school students from a Biblical perspective
- Observe and evaluate teachers
- Implement professional development for teachers as needed
- Possess organizational and administrative skills
- Collaborate with the Head of School and administrative team to carry out school directives

*Complete job description available upon request