

# Wildwood Christian Academy

## Job Description

### General Qualifications

1. Must be a born-again Christian seeking to walk in obedience to Christ.
2. We encourage you to maintain your personal walk with God through reading the Word and prayer.
3. Must be faithful in attendance at Wildwood Calvary Chapel.
4. Must endorse and support with loyalty the ministry of the Senior Pastor.
5. Must have the ability to respond with professional decorum appropriate to the school office. Always maintaining the unity of the Spirit within the body of Christ.
6. Must possess the ability to work in cooperation and coordination with the, Pastors, Advisory Board, and Members of the School and Church Body in which you may come in contact.
7. Must strive to keep the unity of the Spirit among the staff and with the Body of Christ at Wildwood at all times. It is important that the Body of Christ looks in at the leadership and witnesses an example of unity.
8. Likely spiritual gift mix would include: administration, helps, wisdom, and discernment.
9. Must be able to keep confidences absolutely as they relate to the students, families and counseling ministry of the pastors and the finances.
10. Must endorse and support Wildwood Calvary Chapels statement of faith.

### Terms of Agreement

<b>Position:</b>	Secondary School Principal
<b>Status:</b>	Full-Time, Exempt, Support Staff, 12 months
<b>Hours:</b>	40 hours <i>minimum</i> per week <i>on campus</i>
<b>Vacation:</b>	Paid – See Employee Handbook - <i>2 weeks paid (accrued)</i>
<b>Sick Leave:</b>	Paid – See Employee Handbook – <i>48 hours (accrued)</i>
<b>Personal Necessity:</b>	Paid – 2 Personal Necessity Days – <i>16 hours (front loaded per calendar year)</i>
<b>Holiday's:</b>	Paid - See Employee Handbook
<b>Health Benefits:</b>	Eligible

## **Responsibilities**

1. Oversee all aspects of the secondary students, staff, and teachers.
2. Interviews and hires all school site staff upon approval of the Senior Pastor.
3. Takes a personal interest in the school staff's spiritual walk with the Lord and the overall well-being of their families.
4. Is responsible for the supervision of all Secondary WCA staff and students.
5. Initiates and oversees Secondary WCA staff training as required.
6. Evaluate staff performance and provide periodic reviews, which may include discipline and termination when necessary.
7. Oversees the maintenance of school records to ensure compliance with state law.
8. Maintains good unity with all ministries of Wildwood Calvary Chapel, WCA families, local school districts, and regional agencies.
9. Oversees all WCA Secondary assessment program components.
10. Notifies parent/guardian of behavioral incidents and all student disciplinary actions promptly as required by law.
11. Prepares and monitors budgets under the supervision of WCC administration.
12. Prepares annual reports about the overall health of WCA Secondary to WCC administration.
13. Maintains a safe, clean, attractive, and orderly school environment.
14. Establish unity between school staff and the WCC children's ministry staff regarding dual-purpose classrooms.
15. Follows all Wildwood Calvary Chapel's staff policies and Wildwood Christian Academy school policies and procedures thereby setting an example to students.
16. Maintains and models the Matthew 18 principle during conflict situations.
17. Professionally communicates with co-workers and parents.
18. Imparts vision to staff and students of the value of a Christian worldview.
19. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from parents or regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to a prescribed style and format.
20. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
21. To perform this job successfully, the Secondary School Principal should know Microsoft Office software including, Word, Excel, PowerPoint, Publisher, and all internet and database software.
22. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms, and talk and hear; The employee is frequently required to sit; climb; or balance; stoop or kneel, crouch, or crawl and taste and smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception and ability to adjust focus.

## **Accountability**

The Secondary School Principal must live a life consistent with Wildwood Calvary Chapel's teachings and Statement of Faith. As a spiritual leader, he must diligently seek a vital and growing relationship with the Lord through worship, prayer, studying the Word, and a faithful walk. (Titus 1, 2 Timothy 2:15) Our School Principal is called to be an example to the WCA families, blameless and above reproach. (1 Tim. 3) Therefore, he must endeavor to encourage and exhort others to live according to God's Word and the leading of the Holy Spirit.

## **Summary**

The Secondary School Principal should demonstrate a clear testimony of a call from the Lord, a love for God's Word, and a desire to educate and disciple school-aged children. He must also be an intercessor for this ministry and the children, youth, families, volunteers, and staff represented at WCA. Therefore, a key component to the effectiveness of this ministry is personal prayer life. Additionally, it should always be remembered, that the tasks, duties, and responsibilities of this position must be done in the power of the Holy Spirit, or it will ultimately fail. The School Principal must faithfully attend Wildwood Calvary Chapel and develop and maintain a close working relationship with the Senior Pastor and Executive Pastor of Wildwood Calvary Chapel. The Secondary School Principal will oversee the overall administration and operations of the secondary school site.

## **Education Experience Required**

Bachelor's degree (B.A. or B.S.) from a four-year college or university, a valid teaching credential, a possible Master's Degree and/or a valid Administrative Credential.

ACTS K-12 Administration Certification

Level One – Renewable at will with an accumulation of 12 CEUs over 6 years

- Bachelor's Degree (Conferred)
- Christian Philosophy of Education
- Bible – 6 Credit hours or 18 CEUs

Level Two – Renewable at will with an accumulation of 12 CEUs over 6 years

- Bachelor's Degree (Conferred)
- Christian Philosophy of Education
- Bible – 6 Credit hours or 18 CEUs

Level Three – Renewable at will with an accumulation of 12 CEUs over 6 years

- Master's Degree (Conferred) in Education/Educational Leadership/Curriculum & Supervision
- Christian Philosophy of Education
- Bible – 6 Credit hours or 18 CEUs