

The Academy of Classical Christian Studies
South Campus Principal – Job Description
Updated 3/1/2021
Soft Skills Update 2-3-2020



- Leadership
 - Provides leadership for the daily activities of campus
 - Casts and protects the vision of The Academy and assists in integrating it into the daily classroom
 - Provides assistance to the south staff to implement the school's mission in the classroom
 - Leads and develops teachers and assists both professionally and spiritually
 - Trains faculty in pedagogical and classical excellence in the classroom
 - Trains and models healthy relationships for teachers with parents
 - Builds unity and creates/sets the tone that supports the mission of The Academy
 - Models our Relational Covenant

- Administration
 - Participate with leadership in staffing decisions and provides regular staff evaluation
 - Makes recommendation of necessary equipment and supplies for the south campus
 - Reviews and makes recommendations for changes to the Parent/Student Handbook, Employee Handbook, and other matters of school policy
 - Oversees day-to-day operations of The Academy's south campus
 - Coordinate and assist as able with major Festivals for each grammar grade level and special activities of dialectic classes
 - Administers discipline/discipleship and other needs that support the classroom teachers
 - Encourages, helps develop, and assists in curricular decisions and oversight in conjunction with chairs
 - Assists teachers in acquiring substitutes when they have to be absent
 - Communicates with parents and addresses parental concerns
 - Relates with Operations and needs
 - Relates with Headmaster, Asst. Headmaster, Leadership Team and Ed Team
 - Models, implements, and ensures excellence in all areas of The Academy south campus

- Admissions
 - Attends information sessions and campus days for current and prospective families
 - Holds new family interviews and makes recommendations for enrollment decisions in conjunction with the Admissions Department

- Financial
 - Provide budget item recommendations or changes to the yearly budget for grammar school
 - Oversee the proper use of discretionary funds for teachers and staff
 - Participates as needed in the fundraising activities of The Academy

- Curriculum
 - Oversees implementation of curriculum objectives under directive of the Ed Team and Chairs
 - As requested, participates with the Ed Team and Department Chairs in the scope and sequence and course development
 - Helps manage standardized testing
 - Recommends purchase of necessary teacher resources

- Facilities
 - Oversees facilities' use, security, and accessibility on school days for the south campus
 - Serves as liaison to hosting facility (pastor of The Rock).

- Teaching
 - Assists Ed Team to train parents and teacher in proper use of curriculum.
 - Partners with Chairs to mentor teachers
 - Spends time in all classrooms to observe grammar and dialectic teachers with both formal and informal observations with recommendations and encouragement noted

- Soft Skills
 - **Communication**
 - Active Listener: Ability to maintain eye contact while considering body language and speech tone of speaker. Able to playback what has been communicated, ask meaningful questions, and extend empathy.
 - Effective Communicator: Able to verbally communicate thoughts and expectations in a collaborative and supportive manner.
 - **Relational Competence** – Managing all school-related relationships with a level of graced openness and humble confidence that will in turn build sincere trust, encourage teamwork and infuse energy.
 - **Positive Attitude** – Using a positive mindset to motivate, lead and influence others in the direction of shared goals and values.
 - **Discernment** – Thinking before speaking. Able to wisely surmise when it is best to respond to a situation immediately or whether to suspend judgement in favor of gathering more information to aid in assessment and response. Exhibiting utmost confidentiality and sensitivity when sharing information with others.
 - **Open-Minded Leadership** – Leading with an eye to the overall mission

and vision of the school while remaining open to new ideas and concepts presented by others.