



POSITION DESCRIPTION

Job Title: High School Principal
Supervisor: Head of School
Scope of Work: 40-50 hours a week, not including after school hours at cocurricular activities, parent meetings and functions, or as directed by the Head of School

Summary

The high school principal reports directly to the head of school and is accountable and responsible for the day-to-day leadership, management, operations, and welfare of the 9th-12th grade students, students' parents, faculty, and staff.

Leadership

- Support the Head of School's vision by leading, developing, and implementing programs to advance the school's spiritual, academic, and cocurricular programs
- Support and maintain Prince's school culture through personal example, leadership, mentorship, and efficient and effective communications
- Coordinate with the Academic Dean to conduct informal and formal performance evaluations on all high school faculty and staff members, and establish individual performance improvement programs when needed
- Advise the Head of School on student, faculty, and staff related matters, and participate in the recruitment, employment, assignment, promotion, and non-renewal of faculty and staff contracts
- Lead faculty meetings
- Assign and manage all faculty collateral duties, and coordinate with the Director of Finance to ensure compensated collateral duties are within budget thresholds
- Attend morning devotions and chapel services
- Notify the Director of Development of cultivation candidates in support of the Head of School's advancement objectives

Curriculum Development and Instructional Program

- Lead an instructional program consistent with PACS's vision and mission statements, and as defined by the Head of School
- Support the Academic Dean in the recruitment of teachers and students to expand Prince's high school academic teams and programs
- Support the Academic Dean in assessing and supervising teachers' syllabi, curriculum maps and guides, FACTS SIS teacher lesson plan entries, and web-based curriculum content
- Support the Academic Dean in interpreting standardized test results for students, teachers, and parents
- Actively participate in professional enrichment to keep abreast of developments in the field of secondary school education

Management

- Coordinate with the Director of Educational Support Services (ESS) to promote efficient and effective teaming between ESS and the high school faculty and staff and attend ESS meetings as requested
- Team with the Lower School Principal and Barnabas Coordinator to ensure the successful management and execution of the Barnabas Program

- Coordinate and oversee the faculty class sponsors to organize 9th-12th grade class activities
- Manage and coordinate the efforts of the faculty advisors for Beta Club, National Honor Society, National Art Honor Society, Interact Club, and team with the Middle School Principal to ensure the successful management and execution of the National Junior Honor Society
- Team with the Academic Dean to ensure Georgia state and ACSI teacher and staff certifications are maintained in accordance with accreditation guidelines
- Team with the Substitute Coordinator to recruit, lead, manage, and retain a qualified substitute teacher pool
- Plan and implement returning and new teacher orientation and in-service program
- Make recommendations for revisions to the Family-School Handbook

Student Life

- Team with members of the administrative leadership team to plan and execute special events including spiritual retreats, open houses, college night, homecoming, school dances, rising senior night, graduation, etcetera
- Support the Student Government Faculty Advisor in the election of student government officers, mentor student government leaders, assist the Faculty Student Government Advisor in coordinating student council activities
- Oversee high school student discipline, adjudicate category one and two issues, and provide recommendations to the Head of School on category three disciplinary violations
- Communicate student discipline issues to faculty and staff as appropriate, and coordinate with external law enforcement agencies when required
- Team with the Student Pastor and Student Advisor to assist students requiring counseling services

School Records Management and Testing

- Research, classify, and record all student, faculty, and staff daily attendance records and enforce attendance standards
- Assist the Academic Dean in scheduling, planning, and managing all standardized testing programs (excluding admissions)
- Notify the Athletic Director of student-athletes whose academic performance or attendance could impact their eligibility

Guidance

- Oversee the guidance office in planning and organizing high school students' scheduling to include initial enrollment and drop/add
- Oversee the guidance office's periodic review of students' records to ensure students have the required number of credits for graduation according to their diploma classification
- Ensure the guidance office properly computes grade point averages and student rankings to determine honor graduates
- Support the guidance office with its college placement program to include advertising college fairs, conducting a college night, and expanding college admission office contacts

Budget

- Provide the Director of Finance zero based budget input when requested
- Oversee the day-to-day execution of the high school budget
- Assist the Head of School in fund-raising as requested

Admissions

- Coordinate with the Admissions Director and review all applications/transcripts/test scores for prospective high school students, conduct family interviews, and provide recommendations to the Head of School for student acceptance/non-acceptance
- Coordinate with the Director of Educational Support Services (ESS) to determine the ability to serve applicants with learning differences before making an admissions recommendation to the Head of School

Qualifications

- A professing believer in Jesus Christ who is active in a local evangelical church
- Advanced degree in Education: M.S., M.A., Ed.S., Ed.D., or Ph.D
- Possess excellent interpersonal spoken and written communication skills to include the ability to tactfully resolve conflict situations calmly and objectively
- Demonstrate the ability to multitask in a fast-paced environment and to rapidly reprioritize objectives based upon changing requirements
- Possess thorough proficiency in a variety of computer applications that include, but are not limited to MS Office and FACTS SIS

In order to be considered for this position, a completed employment application is required. The application can be completed on our website at www.princeave.org.

Last Update: 2/4/2025