



PALMETTO CHRISTIAN ACADEMY

JobTitle: Full-Time Upper School Principal

Status: Full-time year-round with a start date of July 1, 2018

Prepared by/Date: JD Zubia/March 2018

Position Summary

PCA is seeking an Upper School Principal to serve as the educational leader for Grades 6-12, responsible for supervising and coordinating the activities of approximately 25 faculty members. The Principal's duties include (but are not limited to):

- Working with Administrative team to develop school-wide procedures and policies
- Working with Administrative team to develop Upper School budget
- Working with Administrative team to maintain ACSI Accreditation
- Assist the Admissions Director in conducting prospective family interviews
- Working with the Lower School Principal to develop class schedules
- Working with Curriculum & Instruction Specialist to develop Upper School curriculum
- Working with Curriculum & Instruction Specialist to evaluate faculty instruction to suggest/ implement new instructional methods
- Using data analysis to assist in student academic improvement and placement
- Communicating with students and parents regarding academic and discipline issues
- Providing ongoing evaluation to faculty members including informal and formal assessments
- Guiding students to self-governance through redemptive discipline
- Providing spiritual leadership and growth opportunities to faculty and staff

Candidate must possess a Master's degree (or higher), **or be actively pursuing a Master's degree** in education or education-related field, from an accredited university and have a minimum of three years of classroom teaching experience. Previous experience as an educational administrator in a Christian school is preferred. Candidate should also have a credible profession of faith and testimony, and be actively involved in a local church, as this person will serve as a role model in attitude, speech, and actions for the school community. The ability to articulate his/her Christian worldview and philosophy of Kingdom education is critical. Candidate must possess excellent written and oral communication skills, and use the Matthew 18 principle for conflict resolution.

The Upper School Principal must attend East Cooper Baptist Church and must be in agreement with the ECBC/PCA Statement of Beliefs and Lifestyle statements. If you believe you are qualified, we invite you to submit an online application using the link below.

Organizational Status

This position reports to the PCA Headmaster.