

## MARS HILL ACADEMY

### Job Description for: **Upper School Principal**

*Revised April 2024*

**Reporting:** The Upper School Principal reports to the Headmaster

**Term:** This is a full-time, year-round position

1. Organization/Management/General Administration
  - a. Oversees secondary school communications
  - b. Supervises the day-to-day operations of the secondary school
  - c. Coordinates with the Operations Manager in the ordering of secondary school general supplies, textbooks, and equipment
  - d. Communicates regularly with Headmaster and Administrative Staff (Administrative Staff includes the Headmaster, Grammar School Principal, Business Manager, Facilities Manager, Admissions Director, Development Director, Athletic Director, Director or Marketing & Communications, and the Administrative Assistant.)
  - e. Works in conjunction with the Headmaster and Administrative Staff to plan and monitor the school year program
    - i. Plans the school year calendar
    - ii. Identifies goals and specific tasks to meet deadlines
    - iii. Designates appropriate personnel to accomplish specific tasks
  - f. Oversees the organization and implementation of the secondary school year program
  - g. Oversees secondary school record keeping
    - i. Monitors secondary staff records (evaluations, discipline actions, goals, etc.)
    - ii. Oversees the secondary student and teacher application processes
  - h. Implements secondary school policies
  - i. Communicates regularly with staff and support staff to build "team players" and vision
2. Finance
  - a. Works with the Headmaster and Business Manager, as necessary, to prepare the annual budget
  - b. Involves the secondary staff in the preparation and construction of the annual budget
  - c. Communicates appropriate budget designations to the Headmaster for administrative and staff needs
3. Facility Management
  - a. Oversees secondary faculty in the cleanliness and appearance of secondary classrooms
  - b. Works with the Headmaster in the oversight of space allocation and grounds use needs
4. Board Relationship
  - a. Supports Board policy and decisions
  - b. Proposes effectual policies and changes to the board through the Headmaster
  - c. Informs the Headmaster of relevant issues concerning the secondary program
  - d. Works mutually with the Headmaster and the Board in hiring qualified secondary faculty members
  - e. Acts as effective liaison between Board and secondary faculty
  - f. Performs effectively on various sub-committees when required
  - g. Follows and promotes the philosophy of the school
  - h. Works with the Headmaster and Operations Manager in the coordination of attendance at ACCS Conferences

5. Parent Constituency
  - a. Actively supports the biblical role of parents in the education of their children
  - b. Is regularly visible within the school and grounds
  - c. Is available to meet with the parents and other interested people ("open door")
  - d. Represents the school at parent, church, and community groups as able
  - e. Plans Parent Education Lectures, College Night, Junior and Senior thesis presentations (in cooperation with the rhetoric teacher), Senior Europe trip presentation, etc.
  - f. Oversees regular written school communications to parents
  - g. Communicates classical and Christian vision to parents
  - h. Regularly communicates concerns regarding students to their parents and sees that secondary faculty do the same
  
6. Instruction Program Leadership
  - a. Oversees administration of secondary instructional program
  - b. Informs staff of all pertinent information regarding Board updates, school business, and calendar goals
  - c. In cooperation with the Headmaster, plans, oversees, and directs secondary staff training
  - d. In cooperation with the Headmaster, establishes school goals and executes a plan for implementation
  - e. Communicates encouragement and improvements needed in school progress and vision
  - f. Evaluates the school instructional program
  - g. Oversees the implementation of CCE program (dialectic and rhetoric) instruction and vision
  - h. Is responsible for oversight and leadership of secondary staff meetings (topics, school vision, ACCS vision, school standards, spiritual atmosphere of school)
  - i. Communicates with other CCE schools and ACCS
  - j. Stays up to date with current political, educational issues affecting school
  
7. Staff Development
  - a. Organizes and executes a plan for secondary staff evaluations, improvements, recognition, and assignments
  - b. Observes teachers and classes formally and informally
  - c. Evaluates staff morale and helps develop positive, biblical relations among staff
  - d. Oversees the development of educational and personal goals for each secondary staff member and assists staff in accomplishing goals
  - e. Develops, communicates, and implements short and long term plans with secondary staff
  - f. Communicates Staff Handbook and Policy Manual information to secondary staff
  - g. Monitors weekly secondary staff plans and oversees their evaluation
  - h. Interviews new secondary teacher applicants
  
8. Student Oversight
  - a. Regularly encourages and evaluates secondary student character according to biblical standards
  - b. Monitors secondary student academic progress, including students who may need academic accommodations
  - c. Establishes a relationship with each secondary student and knows each student's name

- d. Establishes and maintains an atmosphere of student order and cheerful obedience in the secondary school
  - e. Mediates and directs secondary teacher, student, and parent meetings
  - f. Functions as the guidance counselor, working with the school's registrar and assisting juniors and seniors in their application/matriculation to college.
9. Student Discipline
- a. Oversees and implements discipline policy in the secondary school
  - b. Assists parents by administering discipline in accordance with God's Word
  - c. Communicates promptly all discipline actions of secondary students to parents
  - d. Ensures that students and parents understand the disobedience, discipline action, and reasons why it was administered
  - e. Is aware of all secondary student discipline problems by establishing daily communications with each teacher
10. Standardized Testing
- a. Oversees CLT, PSAT, SAT, and AP test scheduling, including distribution of materials to students in a timely fashion
  - b. Reviews standardized test scores to make recommendations regarding improvements to the overall LR academic program, if needed
  - c. Communicates with ACCS regarding testing preferences and protocol
  - d. Communicates results to staff, Board, parents, and makes recommendations
11. Marketing/Public Relations
- a. In coordination with the Headmaster, develops a comprehensive re-enrollment drive for continuing families
  - b. Builds and maintains a positive image of the secondary school within the community and school
    - i. Directs the planning and coordination of volunteers for secondary school events
    - ii. Assists the Headmaster to foster and maintain proper relations with local churches and pastors
    - iii. Assists the Headmaster to maintain proper relations with other Christian schools, businesses, etc.
  - c. Communicates CCE philosophy and vision to interested parties who may schedule information appointment, arrive unannounced, or call to inquire
  - e. Assists other classical Christian schools as able
12. Admissions
- a. Works with Admissions Director to coordinate enrollment of secondary students
  - b. Communicates school openings and status to Admissions Director
13. School Appearance, Atmosphere, and Order
- a. Trains and encourages secondary staff to organize and maintain neatness in rooms and to recognize and choose beauty in planning classroom aesthetics
  - b. Works with secondary faculty and administrative staff to present a neat, orderly, beautiful appearance
  - c. Maintains order and discipline in hallways, lunchroom, bathrooms, and addresses students and teachers regarding these
14. Counsel and Conflict Resolution
- a. Counsels secondary students to resolve conflicts with one another biblically

- b. Counsels secondary teachers in resolving conflicts with administration, students, and parents
- c. Counsels secondary teachers who need guidance regarding student academics, character, or behavior
- d. Meets with and counsels secondary parents and teachers to resolve conflicts swiftly, biblically, and according to school policy
- e. Recommends resources and supports secondary parents who desire guidance regarding their child's character, academics, or behavior

15. Spiritual Leadership – Through leading by example, verifying church attendance, verifying views consistent with the WCF, enforcing MHA Policy, helping to implement the mission / vision of the school.

15. Professional and Personal

- a. Pursues personal and professional development
- b. Develops educational and personal goals
- c. Maintains high standards of personal ethics and guidelines
- d. Sets high professional example for staff