



MT. JULIET CHRISTIAN ACADEMY

Mission Statement: As a ministry of First Baptist Church Mt. Juliet for over 40 years, our mission is to partner with families in developing students to think, lead, and live as Christians based upon a biblical worldview.

Job Description

JOB TITLE: Upper School Principal (6th-12th) | **REPORTS TO:** Superintendent of School

Mt. Juliet Christian Academy is seeking a dynamic, student-centered leader to serve as the Upper School (6th-12th grade) Principal. The principal will provide visionary leadership and support to faculty, staff, students, and families as they work together to achieve the mission and goals of the school. The ideal candidate will have a passion for Christian education, a commitment to academic excellence, and a deep understanding of the unique needs and strengths of Upper School students. We are located near Nashville, TN in a constantly growing population with a strong desire to reach out into our community and let our light shine before others so they may see our good works and give glory to the Lord! Our team of leaders, teachers, and staff feel like a family as we support one another for the mission of Christ.

Responsibilities and Duties:

Instructional Management:

- Oversee the implementation of the school's curriculum and instructional programs.
- Work with faculty and staff to promote a culture of high expectations and student success.
- Evaluate teacher performance and provide ongoing support and professional development opportunities.
- Monitor student progress and ensure that all students are receiving a rigorous and engaging education.

School Climate:

- Foster a positive, supportive, and inclusive school culture that promotes the well-being and success of all students.
- Collaborate with staff, students, and families to create a safe and respectful learning environment.

- Encourage and support school-wide initiatives and programs that promote student engagement and well-being.

School Improvement:

- Lead the school's efforts to continuously improve academic outcomes and student success.
- Identify areas for improvement and develop and implement plans to address them.
- Collaborate with other administrators, teachers, and community partners to align resources and initiatives that support student success.

Personnel Management:

- Oversee the recruitment, selection, and development of a highly effective and dedicated staff.
- Evaluate staff performance and provide ongoing support and professional development opportunities.
- Collaborate with other administrators to ensure a well-coordinated and supportive school-wide team.

Administrative Duties:

- Manage the day-to-day operations of the secondary department, including budget and resources.
- Ensure compliance with all state and federal laws, policies, and regulations.
- Develop and maintain effective systems for communication and collaboration with church and school team.

Student Management:

- Oversee student discipline and behavior management programs.
- Provide support and resources to students and families as needed.
- Collaborate with other administrators, teachers, and parents to support student success and well-being.

Professional Growth and Development:

- Participate in ongoing professional development and training opportunities.
- Stay current with best practices and emerging trends in education and leadership.
- Share expertise and knowledge with MJCA staff.

Community Relations:

- Build and maintain strong relationships with families and students.
- Collaborate with community partners to support student success.
- Represent the school and its mission in a positive and professional manner to the community.