



Bradenton Christian School

Job Description

Job Title: High School Principal (or Interim Principal)
Reports to: Superintendent
Division: Faculty

General Purpose: The Bradenton Christian School High School Principal will faithfully support Bradenton Christian School's mission statement to prepare the hearts and minds of God's covenantal children in partnership with the home and church for service in God's world. It is the principal's responsibility to carry out the policies of the School Board as they relate to the function of the school and to their association with students and parents.

Job Description:

The high school principal will have administrative oversight for all aspects of the Bradenton Christian School high school. Bradenton Christian School is a well-established school looking for a proven leader to manage a highly credentialed and talented faculty as they work to carry out the school's mission in their classrooms each day.

Job Responsibilities Include:

- Assume responsible leadership of the high school.
- Establish and promote a safe, spiritual atmosphere in the high school.
- Direct, supervisor, and evaluate high school faculty and staff as assigned.
- Effectively manage the time and talents of the high school faculty and staff.
- Communicate regularly with the high school faculty, conduct timely faculty meetings
- Provide a monthly written board report to the Superintendent to keep the board well informed on high school happenings.
- Facilitate new student application reviews, interviews, and acceptances with the Admissions Department.
- Recognize student successes and enforce student discipline involving the high school counselor as needed.

- Remain available and responsive to parent concerns
- Review and update the student handbook annually, communicate student policies and procedures clearly, hold students and parents accountable to the handbook.
- Manage department heads to ensure that long-range curriculum planning is ongoing.
- Coordinate all high school calendar items with the leadership team “master calendar”.
- Provide assistance to classroom teacher(s) in seeking a successful academic program for individual students and coordinate support programs and personnel to assist in this process.
- Support athletic programs, working with the Athletic Director
- Active participation in developing and driving school improvement plans as part of the Leadership Team
- Serve on the Education committee and provide updates on high school curriculum needs.
- Conduct annual teacher evaluation(s) and when needed drive performance improvement plans for teachers needing additional guidance and support
- Promote the spiritual and professional advancement of the faculty and staff by providing appropriate training and support.
- Appoint faculty members to sponsor the school activities and assist them whenever possible.
- Responsible for screening and setting up interview teams according to the BCS hiring process for all candidates for teaching positions in the high school.
- Ensure adherence to all financial and human resources policies and procedures of the school.
- Approve purchase orders for the high school.
- Work with the Director of Accounting to prepare an annual budget, as it relates to the educational program of the high school. Manage to the approved budget and highlight future budget impact items needed for the high school.
- Positively promote Bradenton Christian School in the community.

Education, Experience, And Skill Requirements:

- Eligible for a FL Teaching Certificate, Educational Leadership Preferred
- School Leadership Experience Preferred
- Bachelor's Degree or higher, education degree preferred
- Must have excellent verbal and written communication skills
- Must be a team player with a desire to help and serve others
- Working knowledge of MS Office Suite
- Must be able to lift 15 pounds at times.

Bradenton Christian School, established in 1960, exists to prepare the hearts and minds of God’s children for service in His world. The twenty-four acre BCS campus is near the beautiful white sand beaches of the west coast of Florida in the city of Bradenton. We strive to pursue academic excellence for the glory of God, and we seek to partner with Christian parents

who want to teach their children to apply a biblical worldview to all of life. Currently, we serve over 900 students representing more than 90 different churches in preschool through 12th grade. We are accredited by Christian Schools of Florida.