



Briarwood Christian School, a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving students in grades K4 through 12. The school exists to provide a Christ-centered transformational education that equips and inspires each student to glorify God by maximizing his or her God-given abilities.

### **Job Description**

**Title:** Lower School Assistant Principal (JK-6th)

**Employee Status:** Exempt

**Contract/Agreement Period:** 12 months

**Start date:** July 1, 2024

**Reporting Relationship:** Reports to the Lower School Campus Division Principals

The Assistant Principal will serve in an administrative role assisting the principals in managing the school. The Assistant Principal will assist in the planning, coordination, and administration of school activities with an emphasis on student conduct, school "plant" operations, school activities and programs, and school safety and security.

- Performs a variety of administrative duties to assist the principals in managing the Lower School program.
- Administers and oversees disciplinary procedures under school policies and procedures; receives discipline referrals and confers with students, parents, teachers, and other administrators; responds to and resolves parent, students, and staff concerns and complaints related to discipline/behavior; serves on discipline panels/review teams as assigned.
- Investigates student accidents and other incidents and takes appropriate action.
- Supervises students on campus before and after school, during lunch, hallway transitions, other activities, etc.; instructs students in appropriate behavior; disciplines students within established guidelines.
- Supervises carpool procedures, lines, and flow.
- Coordinates and oversees early care and afterschool care programs.
- Develops and implements duty and supervision assignments for early morning care, carpool duty, late start days, school programs/special events.
- Will coordinate and organize picture day and make-up picture day.
- Coordinates and oversees the Lower School chapel program.
- Coordinates and plans morning devotionals/announcements.
- May be asked to accompany groups on field trips as needed including, but not limited to: Washington, DC, Camp Cosby, Oak Mountain, Desoto Caverns, Zoo, etc.
- Assists in supervising transportation services, and coordinating with the COO, for the Lower School Campus Students including: shuttles, field trips, travel to contests, etc.

- Works with the Principals to establish a safe and secure learning environment, develops plans for emergency situations in collaboration with other administrators, staff, and emergency personnel; plans and debriefs emergency drills, updates the school safety plan; works with Director of Security on officer assignment.
- Reviews and responds to parental requests for absences and early and dismissals, supervises checkouts through the office and Lion Lobby, as needed.
- Supervises and collaborates with Principals any student with an ALERT including, but not limited to: Pick up Alerts, Medical Alerts, etc. Works with staff and families on current status of alerts, deals with ALERT matters or issues that may develop.
- Oversees Substitute Teacher interviews, employment process, training, and daily substitute requests/assignments.
- Assist with emergency situations quickly and effectively.
- Can assume the duties of the Principal(s) in the absence of the Principal(s) and as assigned.
- Participate and lead staff devotions as requested.
- Periodically lead staff professional development workshops/activities.
- Contribute to a positive and enjoyable work environment.

### **Job Requirements**

- A mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church.
- Must have a minimum of an earned Bachelor's degree from an accredited college/university.
- Must be able to articulate a deep understanding of a biblically informed philosophy of Christian education.
- Must possess strong communication and interpersonal skills.
- Ability to work effectively, cooperatively, and collegially with faculty.
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website).
- Should have demonstrated experience in working effectively on teams of Christian professionals in meeting high academic and spiritual standards and goals.
- Successfully complete a criminal background check (reviewed periodically).

### **How to Apply**

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, and church involvement.
- Prepare an up-to-date resume, listing all personal contact information, detailed educational credentials, and work experience.
- Submit resume and cover letter to [bcsemployment@bcsk12.org](mailto:bcsemployment@bcsk12.org)
- Select candidates will be asked to complete an online application by invitation only.