



Upper School Head/High School Principal Job Description

Briarwood Christian School (BCS), a ministry of Briarwood Presbyterian Church, located in Birmingham, Alabama, is a co-educational school serving over 1600 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.

BCS seeks to hire an Upper School Head/High School Principal for the 25-26 school year. The Head of the Upper School is responsible for the success of the Upper School as guided by the Superintendent. The Head of the Upper School (hereafter, the "Candidate") provides spiritual, educational, and administrative leadership to the school. The Candidate is to inspire, lead, and direct all phases of the school's operations, programs, personnel, and environment in accordance with the direction and policies established by the BCS School Board and administered by the Superintendent. Salary and benefits will be competitive and commensurate with experience.

Personal Qualifications

- Mature, living, and active faith in Jesus Christ, and membership in good standing of a local evangelical church
- Lifestyle of biblical integrity
- Agreement with the school's Statement of Faith and a lifestyle consistent with the school's Declaration of Moral Integrity (available on school website)
- Support of Christian Education
- Ability to share the Christian faith with others
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters
- Ensure the campus work environment is Christian-based, nurturing, wholesome, and loving
- Lead the staff, students, and school families into a deeper spiritual commitment by example and teaching
- Work with the Superintendent and other designated staff to address the spiritual formation needs of the students

Professional Qualifications

- Bachelor's degree in education, administration or related field required
- Master's degree in educational leadership, curriculum and instruction, or Christian education desired
- 3-5 years classroom teaching experience
- Administrative or leadership experience

Character Qualities

- Be an enthusiastic visionary and an encouraging self-starter with a high energy level
- Speak with clear articulation; exude exceptional communication skills - both written and oral
- Demonstrate sensitivity and an ability to interact effectively with staff, parents, volunteers, and children
- Meet everyday stress with emotional stability, objectivity, and optimism

- Understand the importance of discernment, discretion, and confidentiality in the operation of the school
- Defend principles and conviction in the face of pressure and partisan influence in accordance with God's word (1 Peter 5:15)
- Recognize personal mistakes and take measures to correct them
- Seek and accept constructive evaluation of the Candidate's job performance
- Respectfully submit and be loyal to constituted authority
- Seek to appreciate and understand the uniqueness of the BCS community
- Place school ministry ahead of other jobs or volunteer activities
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy
- Be a model of God's ideal for the family and promote biblical manhood and womanhood
- Demonstrate a commitment to Christian education by having his or her K-12 school-age children enrolled in BCS
- Support School Board policy and decisions to the staff, parents, and public

Operations

- Have knowledge and understanding of the Christian philosophy of education that will enable the Candidate to provide leadership and guidance in the school's development of and commitment to a Christian world view
- Strong abilities in supervision, curriculum planning, faculty development, budgeting, and communication
- Provide and oversee structure, procedures, personnel, time, and resources for curriculum development
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service programs, continuing education, and teaching demonstrations and training both on and off campus
- Provide leadership in planning of the master schedule
- Be available to assist teachers in matters relating to student needs and problems
- Oversee and maintain positive discipline while assuring that discipline is consistently administered within biblical guidelines
- Conducts emergency drills and periodic building and property safety inspections
- Provide support for development programs and activities in areas of constituency relations, fundraising, and student recruitment and retention
- Provide input to formation of the school's long-range strategic plan
- Meet on a regular basis with the Superintendent through the structure of the Executive Team to ensure coordination of programs and prompt problem resolution
- Keep the Superintendent informed on issues, needs, and operation of the school system at all levels for the junior high and high school
- Communicate with the Superintendent when differences of opinion exist in an earnest effort to resolve such differences in a biblical manner (Matthew 18:15-17)

Programs

- Plan for implementation of the major recommendations submitted by the accreditation visiting committee
- Keep abreast of major current trends in education in general and Christian education through reading, graduate studies, conferences, and contacts with other educators

- Report the results of standardized testing programs in relation to state and national assessment data which will be understood and useful to the Superintendent, School Board, and parents
- Know the requirements and procedures for accreditation and provide leadership for the obtaining of school accreditation or maintaining current accreditation
- Cultivate appropriate relationships with the State Department of Education, other government agencies, the local school district, and ACSI
- Recognize the importance of working cooperatively with organizations and play a role in state and regional organizations which impact the school
- Possess awareness and understanding of basic business and financial concepts and the ability to utilize these concepts to meet the needs of the school
- Provide input to the Superintendent for the development and implementation of the school's long-range financial plan and annual budget
- Oversee and manage the Upper School's budgetary expenditures and procedures.

Personnel

- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher/child or child/parent relationships
- Establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of personnel
- Make objective recommendations, with adequate supporting data, to the Superintendent regarding cases of assignment, transfer, promotion, non-renewal of contract, or dismissal of staff
- Ensure that all school personnel have current job descriptions
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded
- Administer policy for classification, promotion, or retention of students in the school program
- Evaluate employees using formal and informal evaluation and hold evaluation conferences for employees
- Manage personnel affairs including securing staff and recommending continuance, dismissal, or discipline of staff
- Be available for staff and/or parent conferences
- Represent the school at parent, church, and community groups, as able
- Act on suggestions and requests in an appropriate manner, giving prompt attention to the resolution of complaints
- Assure that school staff communicate with parents consistently and expediently
- Have the ability to accomplish the goals and objectives assigned by the Superintendent and school policy
- Treat all personnel fairly without favoritism or discrimination, while insisting on performance of duties

Environment

- Have knowledge of the school's curriculum, standards, and its mission; hold school administrative staff accountable for meeting the goals of school curriculum
- Have knowledge of the physical/emotional development of children and understand the problems they face while growing up
- Ensure that school classrooms reflect a professional and Christian environment
- Provide the school environment with appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively

- Maintain a physical presence with the students by attendance at athletic contests, and participation in school chapels, assemblies, and other presentations
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff
- Possess the ability to interact effectively with school constituents and community entities
- Provide for the appropriate delegation of responsibilities and authority within the school
- Involve parents in prayer, volunteerism, input, and decision making, as appropriate
- Provide information and counsel to the Superintendent on the educational challenges and procedures for the secondary level of the school

How to Apply

- Prepare a one-page cover letter naming the title of the opening and including a brief introduction, Christian testimony, church involvement and outline of your key attributes that you feel reflect your suitability for this position
- Prepare an up-to-date resume, listing all personal contact information, contact details of three references (who we will only contact after confirming with you), detailed educational credentials, and relevant work experience
- Submit your cover letter AND resume to bcsemployment@bcsk12.org
- Select candidates will be asked to complete an online application by invitation only

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