



HIGH SCHOOL ASSISTANT PRINCIPAL

Florida Christian School (FCS) is seeking to fill the position of High School Assistant Principal. This twelve-month, full-time position reports directly to the High School Principal and the Board of Directors. The High School Assistant Principal supports the High School Principal in the overall administration of the School, with a special focus on upholding and promoting the school's Christian values and mission. This position is focused on enhancing student academic performance, supporting staff development, overseeing student activities, and ensuring a safe and effective learning environment. Additionally, the position requires the High School Assistant Principal to teach a class if the need arises.

KEY RESPONSIBILITIES

- **Administrative Support:**
 - Assist the Principal in the daily operations of High School.
 - Have an active presence throughout the High School classrooms and hallways.
 - Oversee High School activities and events.
 - Assist in the admissions process by reviewing new student applications, meetings and conducting new family interviews as needed. Attend admissions fairs as needed.
 - Assist the Academic Dean with course selection, testing, academic contracts and graduation requirements.
- **Spiritual Leadership:**
 - Model and promote the school's Christian values and mission.
 - Support and participate in chapel services, prayer meetings, and other spiritual activities.
- **Student Discipline:**
 - Implement and enforce school policies related to student behavior.
 - Manage disciplinary actions and work with students, parents, and staff to resolve conflicts.
 - Promote a positive school climate and culture rooted in Christian values.
- **Curriculum and Instruction:**
 - Assist in the development and implementation of curriculum and instructional programs that reflect the school's Christian perspective.
 - Support teachers in instructional strategies, lesson planning, and professional development.
 - Monitor and evaluate the effectiveness of instructional programs.
- **Staff Supervision and Development:**
 - Assist in the hiring, training, and evaluation of staff.
 - Provide leadership and support to teachers and staff.
 - Facilitate professional development opportunities.

- **Parental and Community Involvement:**
 - Oversee the High School PTCF (Parent- Teacher Christian Fellowship) and faculty liaisons
 - Collaborate with the Communications team and assist with the planning of the High School monthly newsletter.
- **Data Analysis and Reporting:**
 - Analyze student performance data to inform instructional decisions.
 - Prepare and present reports on school performance and improvement plans.
 - Use data to identify areas for improvement and implement strategies for growth.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

EDUCATION AND QUALIFICATIONS

- Master's degree in Education, Educational Leadership, or a related field.
- Valid Administrative certification or licensure as required by FACCS, ACSI or another recognized accrediting association.
- Certification through the Florida Department of Education is encouraged
- Minimum of 3-5 years of teaching and/or administrative experience, preferably at the high school level.
- Recommendation for the position from immediate supervisor.
- Experience and success in leadership and administration in a collaborative environment.
- Ability to foster high academic achievement and the social success of all students.
- Proficient in Office 365
- Ability to physically move about the school building and work environment.

IDEAL PERSONAL PROFILE

- Must profess faith in Christ as Lord and Savior, fully embrace FCS's mission and vision, and demonstrate a heart for Christian education.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- A detail-oriented team player with a strong emotional quotient that works well with others in developing and implementing pragmatic solutions to challenges.
- Reliable individual who consistently follows through on commitments.
- Servant leadership approach in dealing with the Head of School, Board of Directors, FCS Administrators and FCS employees, including direct reports.
- Displays a high standard of honesty, integrity, and confidentiality in interactions with colleagues, students, and the public and advocates for students.

BENEFITS

- The salary offered will be commensurate with degree and experience.
- 100% Tuition assistance for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Life Insurance
- Vacation, Holidays and PTO

Applicants interested in applying for this position should submit their resume via email to hr@floridachristian.org.