

Reports to: Middle School Principal

Scope: Grades 5-8

FLSA: Exempt / Full time / 11 month position

General Qualifications:

1. Evidence of a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a master's degree in educational leadership, or curriculum and instruction, or a related area.
4. Licensure by a regional accrediting agency preferred.
5. Minimum of 3 years classroom teaching experience.
6. Minimum of 3 years experience as a school administrator preferred.
7. Evidence of strong organizational, communication, interpersonal and technological skills.

Primary Responsibilities:

The ideal candidate will:

1. Assist the middle school principal in all aspects of student development, including overseeing student conduct expectations and discipline policies and procedures.
2. Counsel with parents and teachers proactively concerning academics, social issues, and discipline.
3. Respond to disciplinary issues and serve as chair of the discipline committee.
4. Maintain accurate records regarding student discipline.
5. Promote student/faculty and parent relations.
6. Assist the middle school principal in defining the responsibilities and accountability of staff.
7. Under the supervision of the middle school principal, assist in leading middle school department/team leader monthly meetings.
8. Collaborate with the director of academics and middle school principal in developing annual objectives; assist with teacher observations and evaluations, faculty growth plans, and action plans.
9. Assist in facilitating professional development for academic departments and individual teachers.
10. Maintain professional competencies by continuing education on current trends and best instructional practices.
11. Assist the middle school principal in the admissions process with prospective family interviews, prospective student visits, and activities engaging new students.
12. Assist the middle school team with all middle school activities as needed, including overnight field trips.
13. Adhere to Charlotte Christian School policies and follow established procedures.
14. Accept responsibilities for additional assigned duties deemed necessary by the middle school principal.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.