



## HAWAII BAPTIST ACADEMY JOB DESCRIPTION

**JOB/POSITION TITLE:** Elementary Vice-Principal   **OFFICE/CAMPUS:** Principal's Office / Bento

**REPORTS TO:** Elementary Principal

**STATUS:** 11 months, Full-time, Exempt **SY:** 2026-2027

**SALARY RANGE:** \$85,200-\$105,000

### **PRIMARY PURPOSE:**

The position is responsible for assisting the school principal in the leadership, coordination, supervision and management of the school programs and operations.

### **ESSENTIAL DUTIES/FUNCTIONS:**

- Assist the principal in the overall administration of the school; interpret and enforce school policies and regulations.
- Assist the principal in developing and maintaining an effective educational program consistent with HBA's mission and philosophy, policies and goals of the Board of Directors and school administration.
- Assist the principal in the transformation of HBA's culture into a results-oriented collaborative learning community.
- Assist the principal in the collaborative development, implementation, and ongoing refinement of the school's Strategic Master Plan and serve as an integral team member for the school's accreditation process.
- Assist in the facilitation of organizational efficiency by promoting and maintaining open communication among all stakeholders.
- Assist in the planning and implementation of a systematic method of supervising the instructional program through the use of learning walks, observations, feedback, documentation, and follow-up conferences.
- Assist the principal in planning and implementing a professional development/growth program for teachers and staff.
- Assist the principal in implementing an induction program for beginning teachers.
- Manage discipline of students, reporting to parents, and coordinating with teachers and counselors.
- Prepare and revise scheduling, school calendar and handbook, and coordinate with middle/high school, supplemental programs and other offices.
- Assist in curriculum development, budgeting, instructional services, programs, conferences, workshops, and faculty meetings.
- Coordinate student activities and programs, i.e.; field trips, seasonal programs, student council, admissions, and Parent Teacher Fellowship.
- Ensure the safety of students and staff; serve on the Safety Committee, coordinate with Physical Plant regarding facilities, conduct safety drills and submit reports

- Manage and lead teacher assistants.
- Serve as administrator in charge in the absence of the regular principal.
- Maintain records and files and prepare reports as needed.
- Maintain and model high standards of professionalism and confidentiality.
- Attend school events such as graduation, admissions, parent teacher fellowships, grade-specific events which may take place after school and on weekends.

#### **OTHER DUTIES/FUNCTIONS:**

- Represent the principal at school and community functions.
- Assist the principal in providing an atmosphere conducive to learning and teaching.
- Other duties as assigned.

**CORE VALUES OF HBA:** An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God’s creation, and by using our talents and resources to work toward the good of humanity.

#### **WORKING CONDITIONS:**

- Equipment and Software Use: Computer, phone, copier, Smart Board/SmartTV, iPad, Chromebook, FinalSite, myEagle (Blackbaud), Google Suite: Docs, Spread Sheets, Drive, Calendar, Forms, Google Classroom
- Work Hours: 7:30 a.m. – 4:00p.m., Monday – Friday, occasional work required during weekends and evenings.
- Mental Demands: Exercises good judgement, able to make sound decisions, shows attention to detail, ability to manage multiple projects simultaneously.
- Physical Demands: Sitting/standing for extended periods, light manual labor
- Social Demands: Ability to communicate with all stakeholders in a friendly and concise way.

#### **QUALIFICATION REQUIREMENTS:**

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his/her life and demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination. Active member of a local Southern Baptist church, affiliated with the Hawaii Baptist Convention preferred.
- Knowledge, Skills and Abilities: Thorough knowledge of practices, methods, and techniques used in the administration and supervision of all programs in the school, skill in oral and written communications, ability to motivate others to reach their fullest potential; ability to establish and maintain effective working relationships with school officials, parents, students, teachers, support staff and associates.
- Education/Training: Bachelor’s degree in Education from an accredited university or college. Master's degree preferred.

- Experience: Minimum (5) five years of classroom teaching experience. Work experience in educational administration is helpful.