



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: High School Vice Principal
OFFICE/CAMPUS: Vice Principal / Stan Sagert High School Campus
REPORTS TO: Principal
STATUS: 11 months (exempt) **SY:** 2026-2027
SALARY RANGE: \$85,200-\$105,000

PRIMARY PURPOSE:

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

ESSENTIAL DUTIES/FUNCTIONS:

- Assists the High School Principal in:
 - overall administration of the school
 - assuming leadership of the school in the Principal's absence
 - developing and maintaining an effective educational program consistent with HBA's mission and philosophy, policies and goals of the Board of Directors
 - transforming HBA's culture into a results-oriented collaborative learning community
 - providing an atmosphere conducive to learning and teaching
 - serving as an integral team member for the school's accreditation process
 - collaborative development, implementation, monitoring, and ongoing refinement of the school's Strategic Master Plan
 - representing the Principal at school and community functions
 - facilitating organizational efficiency by promoting and maintaining open communication among all stakeholders
 - maintaining and modeling high standards of professionalism and confidentiality
- Student Support and Discipline:
 - Works with faculty to ensure that the discipline code is consistently and fairly enforced and carries out disciplinary consequences for students who violate the student code of conduct
 - Advises faculty regarding classroom management and student discipline
 - Be present and engaged with students on a daily basis, including monitoring student areas such as the mall, senior and other areas on campus at breaks, lunches, and after school.
 - Confers with students, parents, faculty, and counselors to resolve problems which inhibit learning
 - Works with counseling team and faculty to establish and develop student support plans for students whose behavior impacts academics
 - Supervises the Student Services Secretary in the maintenance of accurate school discipline records regarding demerits, communicating with students, counselors, parents, and maintaining accurate student files
- Student Attendance:

- Supervises the reporting and monitoring of student attendance with follow up student/parent contact where necessary
- Supervises the Student Services Secretary in the maintenance of accurate student attendance records for use in producing report cards and management reports
- Coordinate with the Registrar in maintaining accurate student attendance records for use in producing report cards and management reports
- Student Safety:
 - Develops procedures to protect and enhance student safety.
 - Conducts safety drills (i.e. fire, lockdown, etc.) and submits reports.
 - Coordinates procedures with the principal to be used in the event of a school crisis and provides leadership in the event of such incidents.
 - Investigates student accidents and other accidents and takes appropriate actions.
 - Communicate with facilities director and staff about campus needs
- Supervises the front office staff
- Attend school functions such as admissions events, camps, baccalaureate, graduation, parent teacher fellowship events, and/or grade-specific events which may take place after school and on weekends

OTHER DUTIES/FUNCTIONS:

- Member of the Safety Committee; coordinates emergency evacuation procedures and drills with other campuses and the president's office
- Coordinates, conducts and compiles student school climate survey
- Attend regularly scheduled and special meetings, including but not limited to weekly administrative and department chair meetings, chapels, etc.
- May be required to lead or chaperone inter-island, off-island, or international student trips
- Other duties as assigned

CORE VALUES REQUIRED OF ALL EMPLOYEES 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 Use: Computer with keyboard and monitor, tablet, smartboard, whiteboard, Google drive and other applications, photocopier, and multi-line telephone
- Work Hours: 7:30 a.m. - 4:00 p.m., Monday – Friday (8 hours/day); some weekday after-hours and weekend work maybe required; off-island trips and overnight camps have long hours
- Mental Demands: High attention to detail and ability to manage multiple projects
- Physical Demands: Much of the job is spent sitting in a confined position or walking the campus. Most of the work requires periodic visual/mental concentration on work demanding precise

eye/hand coordination. Daily in-person monitoring of the campus. As needed, classroom visitations to support the school's goals and objectives.

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.
- **Skills/Knowledge**: Experience in dealing with and an understanding of high school students and curriculum. Excellent organizational and computer skills, including generating documents, managing online applications, and analyzing data. Highly effective written and verbal communication skills, including digital presentations and instruction. Willing to learn and lead in applying new systems, such as learning management systems. Ability to work with a variety of people; a team player. Knowledge of school policy (i.e., disciplinary system, clubs program).
- **Education/Training**: Master's in Education (preferably in Educational Leadership/Administration) or successful completion of a "cohort" educational administration program. This requirement may be substituted with three (3) years of school-level administration experience (preferably at the middle or high school level).
- **Experience**: Minimum of five (5) years of classroom instruction (preferably at the high school level). Minimum of two (2) years in an educational leadership role, such as a Department Chair or Academic Coach.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.