



ASSISTANT PRINCIPAL

The Assistant Principal supports the Division Specific 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. The Assistant Principal reports directly to the Division Specific Principal and Board of Directors.

KEY RESPONSIBILITIES

- Assist the Principal in the daily operations of Division Specific area.
- Have an active presence throughout the Division Specific classrooms and hallways.
- Oversee Division Specific activities and events.
- Assist in the admissions process by reviewing new student applications, meetings and conducting new family interviews as needed. Attend Saturday observations 3xs per year.
- Assist with scheduling, testing, academic contracts and promotional requirements.
- Model and promote the school's Christian values and mission.
- Support and participate in chapel services, prayer meetings, and other spiritual activities.
- 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.
- 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.
- Assist in the hiring, training, and evaluation of staff.
- Provide leadership and support to teachers and staff.
- Facilitate professional development opportunities.
- Oversee the Division Specific PTCF and committee.
- Collaborate with the Communications team and assist with the planning of the Division Specific monthly newsletter.
- 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.

Note: 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/ QUALIFICATIONS/ PREFERRED SKILLS

- Master's degree in education, Educational Leadership, or a related field
- Valid Administrative certification or licensure as required by FACCS
- Minimum of 3-5 years of teaching and/or administrative experience
- Recommendation for the position from immediate supervisor
- Experience and success in leadership and administration in a collaborative environment
- Excellent communication skills, a strong understanding of instructional leadership, and the skills to nurture a culture of continuous improvement
- 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 and fully adopt FCS's mission/vision as a ministry.
- Regularly attends a Christian church whose doctrine is consistent with the Florida Christian School Statement of Faith.
- Demonstrates servant leadership, honesty, integrity, and confidentiality in interactions with the Head of School, Board of Directors, administrators, employees, students, and community members.
- Strong work ethic combined with a high level of personal and professional integrity.
- Strong interpersonal and communication (verbal and written) skills.
- Reliable individual who consistently follows through on commitments.

SCHEDULE & BENEFITS

- Full-time, 12-month position
- Salary offered will be commensurate with experience
- 100% tuition assistance for employee children (tax-free benefit)
- 403 (b) retirement plan with employer matching contributions
- Section 125 Health Insurance Plan
- Dental and Vision Plan
- Basic Life Insurance
- Short Term Disability
- Free lunch daily