



## WILMINGTON CHRISTIAN ACADEMY

**Job Description:** Secondary 7-12 Principal at Wilmington Christian Academy (WCA)

**Position Overview:** A Secondary Principal is responsible for a wide range of responsibilities across staff management, academics, administrative duties, enrollment, miscellaneous tasks, and spiritual health. This position demands a leader who is highly organized and plays a key role in maintaining school policies, promoting the mission, and fostering a positive environment for students, staff, and families.

### Key Responsibilities

#### 1. Staff Management

- **Evaluations & Meetings:** Conduct teacher evaluations for all grades 7-12 (quarterly or twice yearly), weekly check-ins with teachers, and team meetings each quarter.
- **Hiring & Staffing:** Involved in interviewing, hiring, and conducting 7-12 staff evaluations twice a year. Responsible for enforcing policies and overseeing staff management.
- **Communications:** Responsible for communication with staff in grades 7-12

#### 2. Academics

- **Professional Development:** Coordinate and plan Professional Development days with the leadership team.
- **Lesson Plans & Testing:** Review lesson plans, oversee academic progress, and ensure state testing is coordinated for grades 7-12.
- **Parent Communication:** Address parents' concerns and sign off on report cards for grades 7-12.

#### 3. Administrative Duties

- **Scheduling & Approvals:** Share responsibility with the leadership team to create master schedules and the annual school calendar.
- **Safety & Drills:** Work with the Leadership Team to ensure school safety plans, and drills are practiced, assessed, and recorded appropriately per ODE guidelines.
- **Student Discipline:** Support teachers and handle discipline issues that arise for grades 7-12.

#### 4. Enrollment

- **Prospective Families:** Share responsibility with the Head of School and other building Principals to conduct tours, interviews, and decisions regarding student enrollment in coordination with the enrollment committee.

#### 5. Spiritual Health

- **Devotional Leadership:** Lead prayer at the start of each school day, work closely with the school Chaplain to have weekly devotions for teachers, and ensure the Bible curriculum and Chapel services align with Christian values.

#### 6. Additional Duties

- **Communication:** Share daily announcements with other building principals. Work with the Ohio Department of Education and ACSI and complete required reports.

- **Parent Concerns:** Address parent concerns that need further attention, ensuring that issues are handled according to the handbook for grades 7-12.

## **Qualifications**

### **Required**

- Active, born-again Christian with a commitment to a Christ-centered lifestyle.
- Ability to lead and mentor from a Biblical worldview.
- Knowledge of educational policies, curriculum, and management systems.
- Excellent communication skills across diverse backgrounds.
- Experience in conflict resolution, applying Biblical principles.

### **Education & Experience**

- Masters degree in School Administration or Education
- At least three years of teaching and two years in management, ideally in a Christian setting.
- Preferred certification from the Ohio Department of Education or ACSI.

### **Recommended Skills**

- Strong decision-making and collaboration abilities.
- Familiarity with WCA demographics and developmental appropriateness for grade levels.
- Visible and engaged with the school community.

### **Physical/Mental Requirements**

- Manage grievances and maintain high standards.
- Interpret and administer policies.
- Respond to emergencies and move throughout the building.
- Ability to lift up to 50 lbs and travel as needed.

### **Environmental Considerations**

- Office and classroom work with potential exposure to various environmental factors.