



- Position:** Secondary School Principal (7th-12th grade)
- Purpose:** Oversee every facet of the school's operation that directly impacts student learning, including monitoring of classroom instruction and curriculum development for all subject areas. Be responsible for direct oversight of the instructional staff.
- Classification:** Exempt
- Reports to:** Head of School
- Qualifications:** Minimum: Bachelor's degree
3 years classroom experience
1 year of educational administrative leadership experience
Preferred: Master's degree
5 years classroom experience
3 years of educational administrative leadership experience in a classical Christian school
1 year or more experience with Microsoft Office suite
- Purpose:** The Secondary School Principal's primary role is to work with parents, faculty and staff to ensure each student's spiritual, academic, and physical achievement of the exemplary classical Christian education provided at Trinity. The Principal must exemplify and embrace the spiritual, personal, and professional qualifications of a classical Christian educator.

Specific Job Requirements

Faculty and Staff

- Be responsible for staffing (recruiting, interviewing, checking references and hiring) of Secondary School faculty
- Work with the other principals to oversee the academic quality of the curriculum. Make necessary changes to ensure excellence across all subjects and continuity across all divisions.
- Oversee Teacher Training, including Annual Teacher In-Service, with Mauka Principal and Academic Dean
- Observe faculty at least twice yearly and make recommendations for improvement or disciplinary action
- Evaluate staff yearly and make recommendations for improvement or disciplinary action
- Meet weekly with the faculty
- Enforce all guidelines in the Staff Handbook
- Supervise final checkout of teachers at end of year
- Provide specific training to teachers in the areas of RenWeb
- Monitor school/class academic achievement and respond through curriculum modification or teacher mentoring as needed

- Meet regularly with Principals of other divisions
- Work with Summer School Director in planning summer classes
- Keep Head of School informed of all events, progress, and concerns

Parents

- Develop personal ministry with parents.
- Maintain accessibility to parents, arriving at least 30 minutes prior to and be available after school for consultation to address any student spiritual, academic, or emotional concerns.
- Work with PTF to develop healthy living and educational seminars for parents.
- Encourage parents to attend church sponsored parenting classes.
- Communicate regularly to parents through newsletters or memorandums.
- Provide leadership in mediating issues or conflicts between faculty and parents.

Students

- Develop a ministry with students to ensure each one's success by attending extra-curricular activities
- Greet students by name each morning and be present at dismissal regularly
- Counsel students with any major problems
- Support teachers in classroom management
- Enforce the guidelines in the Parent Handbook
- Oversee planning and supervision of standardized testing, athletics, special programs, field trips and overnight trips
- Work with the drama teacher and Athletic Director regarding electives and after school activities

Administrative

- Work with the Business Manager to develop the annual budget; manage all assigned accounts looking for ways to be good stewards of the School's resources
- Comply with all policies in the Employee Handbook and Parent Handbook; make suggestions for updating
- Oversight of all administrative aspects of the Makai Campus, including:
 - Developing and maintaining schedules, calendars
 - Developing and managing the budget
 - Purchasing of curriculum and supplies
 - Overseeing student records, grades
- Manage and maintain compliance and approval status with SEVIS (Student and Exchange Visitor Information System) in Department of Homeland Security for international students
- Planning and leading weekly faculty meetings and daily devotions
- Work with the Head of School and other Principals to complete the Strategic Plan
- Attend Parent Teacher Fellowship monthly meetings, when possible
- Ensure substitutes are hired as needed; may be called to sub occasionally
- Serve on the Accreditation Leadership Committee
- Be proficient in technology software such as RenWeb, Office Suite (Word, Excel, Powerpoint)
- Perform any other duties which may be assigned by the Head of School

Provide Administrative Direction for Secondary School Programs

- Including but not limited to:
- Student Leadership activities

- Lions' Camp
- House Councils
- Senior Trip
- Visual Arts Night
- Christmas Concert
- Biathlon
- Fundraising for SS programs
- Commencement Activities
- Parent Orientation Night

Evaluation: Performance will be evaluated in accordance with the following profile and specific job requirements

Staff Profile

(1) Christ-Centeredness

- a. Models Christ-like character in all interactions with staff, parents, students and community
- b. Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words
- c. Participates regularly in a local Protestant church and models ongoing growth and reflection in faith
- d. Shows evidence of being called by God to serve
- e. Motivates students and families to accept God's gift of salvation and help them grow in their faith

(2) Educational Attitudes and Values

- a. Actively demonstrates to students their individual worth as children of God
- b. Models enthusiastic, lifelong learning by being a self-motivated reader and thinker

(3) Professionalism

- a. Edifies and respects Trinity Christian School, its administration and its faculty
- b. Respects the God-given authority of the school board and the administration
- c. Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students
- d. Abides by and implement all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook
- e. Attends and participates in school activities whenever possible or when called upon
- f. Demonstrates confidence, flexibility and enthusiasm
- g. Uses biblical principles to discuss and resolve personal and professional differences
- h. Exhibits professionalism in personal appearance and behavior
- i. Is well-spoken and articulate in oral and written language
- j. Effectively uses technology to perform the duties of the job
- k. Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures
- l. Informs administration in a timely manner if unable to fulfill any duty assigned

(4) Professional Development

- a. Shows interest in and commitment to his/her profession through participating in any available professional development and/or training
- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- c. Shows a commitment to growth in knowledge of classical Christian education

