



TERRA CEIA CHRISTIAN SCHOOL

Assistant Principal Job Description

Purpose:

Terra Ceia Christian School has a need for a full-time Assistant Principal beginning July 1, 2025. The Assistant Principal is to faithfully carry out all the responsibilities of a Christian administrator as described in the Terra Ceia Christian School's Mission Statement, which states the need to equip students academically, spiritually, and socially to serve Jesus Christ in all areas of life. The position will collaborate with the Principal to articulate and implement the mission of Terra Ceia Christian School in communication with others, the establishment of a positive school culture, and the implementation of effective school programs. Salary is commensurate with experience. Summer work days are required. This position reports directly to the Principal and is renewable each year. The Assistant Principal, as the number two administrative officer at Terra Ceia Christian School responds to the needs of students and staff when the Principal is not in the building or is otherwise unavailable.

Essential Functions:

- Promote and maintain a positive school atmosphere that is conducive to learning, including the efficient, safe, and economical use of the school's resources
- Ability to maintain an effective working relationship with students, staff, parents, and the community (Matthew 18 principle)
- Display excellent organizational, communication, time management, and interpersonal skills
- Ability to meet deadlines and respond to sensitive matters and/or situations with discretion, tact, and confidentiality
- Regularly meet with the Principal to report information and problem solve
- Ensure that the discipline and attendance policies are effectively followed and infractions are documented
- Assist as School Test Coordinator for student assessments- state and school
- Secure substitute teachers as needed.
- Assist the Principal in planning for staff professional development needs
- Assist the Principal in preparation of the master schedule

- Assist with the supervision of support staff (custodial, aides, bus drivers, maintenance, etc.)
- Assist with curriculum development and the approval of textbooks and software licenses
- Assist in the management and supervision of all functions relating to building operation, equipment, maintenance, and grounds care

Assigned responsibilities will be conducted in conjunction with the Principal. The above listed responsibilities may not be totally inclusive or exclusive. Responsibilities delegated to the Assistant Principal may be at the discretion of the School Board based on the individual's areas of expertise and time available. Time for the above duties may be in conjunction with teaching duties and be scheduled as part of the individual's daily schedule.

Required Spiritual Qualifications:

- Have received Jesus Christ as your personal Savior
- Believe that the Bible is God's Word
- Be in whole-hearted agreement with Terra Ceia Christian School's Statement of Faith
- Be a Christian role model in attitude, speech, and actions
- Be a member of good standing at a church
- Have the Spiritual maturity to "train up a child in the way he should go"

Educator Qualifications:

- Minimum of a Bachelor's Degree
 - Master's Degree is preferred or a willingness to pursue one.
- Minimum of 3 years teaching experience in a classroom.
- Previous experience in administration preferred
- Acquired or willingness to acquire educator's license by a state and/or regional accrediting agency