



**TERRA CEIA**  
CHRISTIAN SCHOOL

## **Assistant Principal**

[Online Application Here](#)

[www.tccschool.com](http://www.tccschool.com)

**Mission (Purpose and Function):** To carry out faithfully all the responsibilities of a Christian school principal as described in the Terra Ceia Christian School's Mission Statement, which states:  
To equip students academically, spiritually, and socially to serve Jesus Christ in all areas of life.

### **Responsibilities and Duties:**

The Assistant Principal, as the number two administrative officer of Terra Ceia Christian School responds to the needs of students and staff in coordination with the principal. The responsibilities may include the following:

- Vision and School Climate
  - Work with the Principal to articulate and implement the mission of Terra Ceia Christian School in communication with others, the establishment of a positive school climate, and the implementation of effective programs.
  - Promote and maintain a positive school atmosphere that is conducive to learning, including the efficient, safe, and economical use of the school's resources.
  - Maintain a safe atmosphere in the school, with proper supervision of students.
  - Assist with student discipline.
  - Regularly meet with the principal to report information and solve problems.
  - Work on specific areas needing improvement at the direction of the Board and Principal.
- Instruction and staff development
  - Work with the Principal to encourage and plan for the professional growth of staff members, with respect to the distinctiveness of the Christian school, improved instruction, student needs, collegial efforts, and community relationships.
  - Assist with the supervision of support staff –, custodial, aides.
  - Promote a positive spirit with the staff, building a sense of community and fostering good morale.
  - Assist as School Test Coordinator for student assessment – state and school.
- Scheduling
  - Assist in preparation Master Class Schedule with Principal
  - Coordinate substitute teachers

- Community relations
  - Assist in communicating with parents and staff on a regular basis, keeping them informed of schedules, policies, procedures, and the benefits of Christian education at Terra Ceia Christian School.
  - Organize staff and schedules for school wide special events which serve to focus attention on the school, enhance public perception, bolster school spirit, and deepen support commitment.
  - Focus on identifying and recruiting donors whose vision aligns with the goals and mission of TCCS.
- Operations
  - Assist in the management and supervision of all functions relating to building operation, equipment maintenance, and grounds care.
  - Assist in required school documentation and reporting.

Assigned responsibilities will be conducted in conjunction with the Principal. The above list 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.

#### **Qualifications:**

- Deeply committed follower of Christ, able to articulate his/her faith clearly and comfortably with the goal of being a positive Christian witness in all areas of teaching and administration.
- Exemplify Christian leadership for staff and community.
- Have a passion for Christian education, displaying compassionate care for the academic and spiritual lives of the students.
- Be willing to become familiar with the history and heritage of Terra Ceia Christian School, honoring those who have come before.
- Active member of a church whose teaching agrees with the TCCS faculty handbook.
- B.A. Required, Master's Degree is preferred, or willingness to pursue one.
- Current certification from a State (with a goal of being certified in the State of North Carolina within 3 years of first employment) in teaching or school administration.
- Experience teaching in the classroom.
- Experience in leadership with a focus on development.

#### **Benefits:**

- Salary
- Continued Education assistance
- Tuition Discount for children attending TCCS

**Responsible to and evaluated by:** Principal/School Board

**Work Period:** Year-round (shorter hours in summer)

**Terms of Employment:** Full-time

Questions regarding this position can be sent to Search Committee Chair, Isaac Boerema, at [isaac.boerema@tccschool.com](mailto:isaac.boerema@tccschool.com)