



**New Life Christian School  
Principal Job Description**

**Fax or Email:**

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Subject Line: K-12 Principal Position

**Attention:** Brenda Amaya

**Mail:**

Brenda Amaya  
New Life Christian School  
5909 Jefferson Pike  
Frederick, MD 21702

New Life Christian School is seeking a Principal to manage the overall academic program for the 2021-2022 school year. The Principal serves as the educational leader, responsible for managing the policies, regulations, and procedures related to student growth and achievement. This includes providing administrative services, monitoring the educational program, accreditation leadership and assisting the Head of School. The principal ensures that the academic program and culture of school appropriately reflects the school mission and best practices in education. The principal works closely with the Head of School, Dean of Students, and other departments, as necessary. The principal reports to the Head of School. Candidate for this position will be carefully and prayerfully evaluated according to the following leadership criteria:

- Candidate’s mission, vision, doctrines, and philosophy are in alignment with New Life Christian School
- Ability to articulate a clear and vibrant Christian testimony
- Big picture educational leader
- Possesses strong relational skills
- Possesses excellent oral and written communication skills
- Ability to manage crises and make wise decisions
- Ability to see and cast vision under the leadership of the Head of School
- Skills in developing strong relationships with families
- Ability to inspire confidence in all constituents
- Ability to evaluate and assess school programs and make appropriate adjustments

**Requirements**

**General Qualifications**

- Master’s Degree in Education preferred, with a concentration in Administration, Leadership or Curriculum
- Administrative Certificate from the Association of Christian Schools International (ACSI); or willing to apply
- Teaching experience required; 3 to 5 years Administrative leadership preferred

**Job Responsibilities**

- Demonstrate spiritual leadership to school faculty, students, and parents
- Provide leadership and oversight of the school curricular program
- Provide support to the athletic director and athletic program
- Discipline and counsel high school and middle school students from a Biblical perspective
- Serve as chair and visionary for ACSI/MSA accreditation
- Support Finance Assistant in accessing local, state and national funding, when applicable
- Possess organizational and administrative skills
- Provide leadership and organization of technology advancement
- Collaborate with the Head of School and administrative team to carry out school directives

It is expected that the principal will:

### **Required Spiritual Qualities**

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God - our standard for faith and practice
- Believe and actively support the school's statement of faith (attached)
- Be a Christian role model in attitude, speech, and actions towards others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Actively participate and become a member of New Life Church

### **Required Professional Qualities**

- Hold a Master's Degree. Master's degree with emphasis in curriculum, leadership or administration is preferred
- Hold an ACSI standard certificate or willingness to obtain one
- Possess prior school leadership/administrative experience including strong organizational and management skills
- Experience in creating and facilitating professional development for staff
- Ability to train teachers to integrate biblical truth into all academics with excellence
- Experience with teacher evaluation to enhance student achievement
- Demonstrate excellent communication, interpersonal skills and good judgment
- Demonstrate a high level of computer literacy, having a high proficiency with Microsoft Office and Google Suite

### **Essential Job Functions: Accountabilities**

#### Academic Leadership

- Supervise all matters relating to curriculum and accreditation of New Life Christian School
- Provide leadership and organization of technology advancement
- Serve as primary high school and middle school administrator during the school day
- Coordinate periodic academic program review and work with the faculty in the review, study and development of curriculum and in the improvement of instruction

#### Administrative Leadership

- Recommend hiring and discharge of instructors, teachers and other academic staff
- Assist the Head of School to supervise all teachers and staff serving in academic roles
- Assist the Head of School to evaluate faculty and staff and provide guidance for effective instruction and spiritual growth
- Assist the Head of School in coordinating professional development strategies for teachers with specific regard to increasing academic qualifications and improving teaching skills

#### Administrative Communication

- Keep the Head of School informed about activities or concerns related to the academic program
- Communicate with the Dean of Students to identify and resolve student academic or behavioral concerns
- Participate in Administrative Committee meetings
- Provide academic input to student admissions efforts through participation in the Admissions Committee

#### Other Responsibilities

- Perform other duties as assigned by the Head of School

In order to be considered for a position, we require a completed application form, which can be found on our website: <https://www.newlifecs.org/about/employment-opportunities/>