

# Willamette Valley Christian School

## School Principal

### JOB POSTING

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#### Job Details

#### **Responsibilities:**

- Have the ability to accomplish the goals and objectives assigned by the school administrator and school policy.
- Ensure that school classrooms reflect a professional and Christian environment.
- Have knowledge of the physical and emotional development of children, and understand the problems they face.
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences and contacts with other principals and educators.
- Coordinate and supervise the parent-teacher conferences.
- Meet regularly with teachers to ensure coordination of programs and prompt problem resolution.
- Provide leadership in planning the master schedule.
- Help the administrator with the revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, the course description catalog, and other such items.
- Consistently implement school policies.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletic events and other presentations.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents or staff.
- Organize senior graduation and related activities.
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all secondary classrooms and keep adequate records of same.
- Be responsible for all aspects of the accreditation process.
- Assume all other duties and responsibilities as assigned by the administrator.

#### **Preferred Qualifications:**

- Master's Degree with Administration Certification
- Degree in education

WVCS employees are expected to fully engage in the stated mission of the school, "to provide students with a Christ-centered education that maintains high academic standards in a safe nurturing environment; to partner with parents in the training and education of their children; to provide students with the spiritual and educational foundations that will enable them to be godly, knowledgeable, and courageous adults; to equip students to *impact their world for Christ.*" Must pass a background check and be willing to sign the WVCS Statement of Faith.

**Salary:** \$65,000/yr      **Start Date:** August 1, 2024

#### **Benefits:**

- Tuition Benefit
- Free daycare (ages 3+)
- Health Benefits

**Instructions to Apply:** Complete the WVCS Application. Email questions to: [dtipton@wvcs.org](mailto:dtipton@wvcs.org)