



School Administrator/Principal Job Description

Type of position: This is a full-time, 11 mo., annually contracted, exempt position paid on a salaried basis

Last Revision: April 2021

Hired By & Responsible to: Victory Christian Academy School Board

Supervises: Teacher, Teacher Aids, Support Staff, and Volunteer Staff, Students

To apply, please submit the [VCA Employment Application - Administrator](#) (found on our website) along with a Cover Letter and Resume to the VCA School Board via the school office. Application & Resume can be emailed to office@vcahibbing.com or mailed to Victory Christian Academy, 206 East 39th Street, Hibbing, MN 55746.

General Job Description:

The Administrator/Principal will be a believer in Christ, and will be responsible for the overall organization, leadership, and administration of Victory Christian Academy. The administrator will guide the school, cast vision and direction for its future, while leading the staff, students, and parents in a competent and Godly manner. The administrator will represent the school to the community and work on increasing enrollment and connecting with families. The administrator will provide spiritual leadership as well as organizational leadership to VCA its students and staff.

Minimum Qualifications:

- Education: Bachelor's Degree or higher.
- Experience: Administrative experience, preferred background in educational administration.
- Experience in leadership with the ability to lead a team of people and give clear direction for the organization
- Ability to communicate effectively, both verbally and in writing.
- This person will possess a professional manner and appearance that promotes a positive public image for the school.
- Ability to effectively use current technology tools to enhance personal productivity.
- Ability to write and/or present reports, documents, presentations, proposals, grants and general correspondence in a clear and concise manner.
- Ability to develop long-range plans, establish and successfully achieve goals and make consistently sound decisions in performing all aspects of this position.
- Ability to represent the school in the community in order to increase student enrollment and community engagement.

Preferred Qualifications:

- Experience in organizational leadership, vision casting, leading staff, public speaking and management
- Masters Degree preferably in Education, Education Leadership, School Administration/Supervision, or other relevant field.
- Three years or more experience in administrative setting, educational administration a plus.
- Highly self-motivated, effective decision-maker, with good problem-solving skills.
- Experience with student enrollment, recruitment, and marketing.

Major Job Responsibilities:

Staff Development Supervision and Evaluation:

- Provide appropriate professional development for the faculty and staff.
- Provide leadership in obtaining and maintaining accreditations, standards, and requirements.
- Work with the school board, faculty and curriculum committees in selecting curriculum.
- Lead daily staff devotions, prayer and meetings.
- Communicate regularly with staff, board, and parent groups.
- Counsel/guide staff, parents, and students if/when issues arise.
- Responsible for interviewing and making hiring or termination recommendations to the board.
- Communicate objective recommendations, with supporting data, to the school board in regard to potential policy or procedure changes.
- Ensure that all personnel files are current and treated with confidentiality.
- Develop a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

School Management:

- Cast vision for the overall direction of the school and lead the school in moving forward toward its goals
- Provide a school climate that is conducive to student learning.
- Prepare and supervise the preparation of reports, records, lists and other procedural paperwork requires.
- Work with the school board to develop the annual budget, and then monitor the building budget within the framework and timelines provided.
- Communicate to staff, teachers, volunteers, parents the processes and decisions made by the school board.
- Meet regularly with the school board and act as an educational advisor to the board.
- Provide the board with regular updates on school activities and personnel issues.
- Work with the finance manager to oversee financial management of the school including: accounts payable & receivable, payroll, and deposits.
- Review and make recommendations to the board regarding yearly tuition rates and requests for scholarships or discounts.

Facilities Management:

- Report & coordinate maintenance and repairs of the school facility, classrooms and grounds to school maintenance staff.
- Provide approval for facility use outside daily school activities (i.e. gym rental).
- Responsible for the overall safety conditions of the facility.
- Delegate the supervision of inventory organization and storage of materials and supplies.

- Collaborate with the board and lead in development of campus improvement plans.

Community Engagement:

- Maintain relationships with local supporting churches/pastors.
- Maintain relationships with community and business leaders/donors.
- Schedules presentations to local churches, business groups, and community organizations.
- Provide opportunities for students to volunteer in the community.
- Engage in student recruitment activities in the community.
- Schedule local ministers to participate in weekly school chapel.