PURPOSE:

The Principal is responsible for providing leadership and management of the school with a primary focus on student education and school operations. He/She oversees all high level education programs and the daily operations of the school. He/She sets performance goals both for students and teachers, and oversees the process so that those goals are attained.

CLASSIFICATION:

This position is a 11 month (paid over 12 months), full time (100% FTE) exempt position reporting to the Head of School and partnering with school administrators.

JOB SUMMARY:

The Principal manages school operations, logistics and budgets. He/She identifies local school trends and develops our school performance goals to meet ACSI/WASC standards and requirements. He/She researches and ensures school compliance to state and local educational code and regulations. He/She is the liaison between the School Board and the school. The Principal implements and monitors school policies and safety protocols. He/She is active in our school community and works on developing relationships with local and related educational agencies and resources. This is a school administrator position.

KEY RESPONSIBILITIES:

- **Oversight of day-to-day school operations and product**
    - Manage and coordinate the logistics for school events and student activities and ensure communications with our shared (church and preschool) campus ministries.
    - Provide Office oversight and manage administrative projects.
    - Provide program oversight and support for Transportation/Safety and Food Service.
    - Partners/Manage ACSI/WASC relationship and oversees Christian Schools/Private School/local agency relationships (including ACSI Certifications of faculty to include Bible and Educational CEUs, Educational and Philosophy requirements)
    - Participate in teacher mentor programs.
    - Work closely with department heads such as the Finance Director, Facilities Director, Human Resources Director, and other directors to coordinate ministry operations and resources.
    - Be the point of contact for immediate/urgent concerns from parents and school board members.
    - Handle emergencies and school crises.

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or contact Human Resources at HROffice@bacbc.org

- **Administrator Leadership**
  - Develop and maintain school presence by being the face of the school to students, parents and staff.
  - Develop and maintain relationships with education related resources such as other private Christian schools, public schools, and public agencies.
  - Manage, review, and work closely with the School Board to implement school policies and provide budget updates.
  - Set school improvement priorities and progress for CSIP reporting (ACSI).
  - Present data/metrics of school progress/performance to the School Board.
  - Partner with the VP of Academics to oversee the product of the school and the care of students.
  - Partner with the VP of Advancement for alignment to the overall school strategic plan and communications.
  - Partner with HR to Interview and hire school personnel.
  - Attend conferences and webinars to gain knowledge on current educational trends.
  - Lead special projects as needed.
  - Performs other duties as assigned.

QUALIFICATIONS AND SKILLS:

- Master's Degree in Education.
- Five plus (5+) years as Principal preferred or in a similar role, including two plus (2+) years of classroom teaching experience.
- Knowledge of school administrative processes and local, state, and national educational regulations.
- Attention to detail and strong organizational abilities.
- Excellent presentation and communication skills.
- Crisis management & ability to make quick decisions under pressure.
- Ability to coach and inspire, proven history in improving teacher performance.
- A valid teaching license/credential is preferred.
- Cantonese/Mandarin speaking ability a plus.

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