

Job Title: Principal/Administrator

Location: Canadian Valley Christian Academy (CVCA)
11700 NW 10th St.
Yukon, OK 73099

General Responsibilities:

Under the direction and oversight of the CVCA Board, the principal is the leader and administrator of the school. The principal is responsible for the overall instruction and education of the students, and the supervision, training and development of the teaching and support staff. The principal is responsible for implementing CVCA's mission, educational philosophies, and core Christian values.

Mission:

The mission of CVCA is to provide a unique Christ-centered education that instills character based on biblical principles and develops academic excellence for the purpose of preparing young people to serve and impact the world for Jesus Christ.

Qualifications:

1. State Certified in Education Administration.
2. Minimum of five years experience in public or private classroom instruction.
3. Previous experience in school administration or in a supervisory role is a plus.
4. Active member of the church of Christ.

Educational Duties:

1. Provide the spiritual and educational leadership to the teachers and students at CVCA.
2. Set high level learning goals and objectives to ensure the student body moves successfully (spiritually and academically) through each grade.
3. Develop and implement a daily, Bible based chapel program that enhances the spiritual climate at CVCA and provides spiritual growth across the student body.
4. Ensure that the school is adequately equipped and supplied to provide quality education.
5. Implement effective student assessment, evaluation and reporting procedures.
6. Conduct regular classroom visits in an effort to encourage and provide feedback to teachers concerning student learning and classroom management.
7. Guide and assist faculty in identifying and solving educational problems based on data analysis and best practices. Promote instructional processes, so teachers and students are led and stimulated to their greatest potential.
8. Ensure the regulation and enforcement of CVCA's discipline policy and assist teachers in disciplinary matters when needed.
9. Create and maintain accurate, legally administered student records (educational progress and behavior incidents). Document needed communication with parents.
10. Be visible by involvement in chapel, lunch periods, assemblies, and off-site school trips.
11. Provide for the safety, supervision and health of all students and staff while on school grounds or involved in school functions.
12. Create essential emergency plans (weather, fire, etc.) and conduct preparedness drills so that staff and students know how to quickly respond.

Administrative Duties:

1. Be the single point of contact and interface between CVCA and the teachers and students, the parents, and the school board.
2. Attend board meetings, provide requested information, and implement board policies to achieve the CVCA mission. As needed, report, consult and advise the Board on educational and personnel matters and assist in developing policies to improve the operation of CVCA.
3. Evaluate and acquire the curriculum used at CVCA.
4. Help develop and lead in implementing and monitoring the education portion of the school budget. Ensure proper financial controls and procedures are followed.
5. Utilize technology driven methods for efficient billing, tracking and payments of tuition, After-Care fees, and special school trips.
6. Lead in recruiting, hiring, and continued professional development of a high quality, mission-focused faculty and staff. Assign and organize staff in a manner to best achieve the school's mission, while optimizing the individual strengths. Conduct an effective program for the periodic evaluation of teachers and staff.
7. Ensure the creation and maintenance of accurate personnel records for all faculty and staff in compliance with federal and state laws, and with CVCA policies.
8. Identify, procure, maintain, and control curriculum, books, equipment, and furnishings used to meet CVCA's educational needs.
9. Assign teacher and staff workload, develop schedules, timetables and instructional grade assignments, coordinating with those involved, and keeping the Board informed.
10. Notify appropriate personnel and agencies and the CVCA Board immediately when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances.
11. Complete activities required to move CVCA toward accreditation through NCSA.
12. Ensure the school follows federal, state, and local regulations and CVCA policies to make a safe and healthy environment where high quality education occurs every day.

Community Duties:

1. Provide positive Christian-centered public relations between CVCA and the community to promote and enhance the school's mission to educators, parents, and the general public.
2. Plan and lead school fundraiser activities which encourage church, parental, and community involvement in CVCA. Maintain visibility with students, teachers, and parents at school functions.
3. Coordinate and communicate school events and building use with South Yukon Church of Christ.
4. Create effective methods and events to find, recruit, and enroll qualified students.

Communication Skills:

1. Must be proficient in using Email, Microsoft Office, and text messaging. Ability to use other technology platforms (FACTS, RenWeb, Slack, Remind, YouTube) to enhance education delivery and provide efficient and timely communication is a definite plus.
2. Create and provide written documents, oral reports, and other visual communication products on a regular basis to the Board, staff, and teachers to document the progress and to enhance the future success of CVCA.
3. Conduct regular staff meetings, creating an atmosphere of openness, communicating successful accomplishments, and solving issues relating to the school.
4. Provide excellent and timely communication with parents about their children and the school using written and electronic processes. Schedule parent/teacher conferences throughout the year. Expedite communication following an incident.
5. Maintain regular, open communication with the CVCA Board which is vital for transparency, trust, support, and continuous improvement.

Salary and Benefits:

Salary is based on education and experience. This is a full-time position which carries the expectation of a minimum of 40 hours per week. Benefits include 10 paid sick days per year (accumulates to maximum of 30 days). Other benefits such as personal days, vacation, and tuition assistance for children at the Academy are negotiable during the hiring process.

Non-Discrimination Policy:

CVCA does not discriminate on the basis of race, color, national or ethnic origin.

To apply for this position:

1. Submit the application, your resume, and a cover letter indicating interest to CVCA.
2. Email to: cvcaprincipal@cvcacademy.net
3. Applications will be accepted until the position is filled.