

# Redding Christian School

21945 Old 44 Drive  
Palo Cedro, CA 96073  
(530) 547-5600  
(530) 547-5655 Fax

1. JOB **SECONDARY PRINCIPAL**

TITLE:

2. PERSONAL AND PROFESSIONAL QUALIFICATIONS:

The Secondary Principal shall:

- be responsible to the School Board/Site Principal
- be one who has received Jesus Christ as Savior and Lord.
- be an active member in good standing of an evangelical church.
- be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.”
- reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- maintain current ACSI certification (Principal). (or be in the process of completing application)
- provide proof of fingerprint clearance through the FBI and DOJ, as well as recent proof of negative TB test results.

3. RESPONSIBILITIES: **IN COORDINATION WITH OTHER ADMINISTRATIVE STAFF**

- Oversee all aspects of grades 6-12
- Abide by the mission statement, policy manuals and employee handbook of RCS.
- Manage the Secondary department of Redding Christian School in accordance with the philosophy, policies, and procedures adopted by the Redding Christian School Board.
- Facilitate the work of the School Board and RCS by the submission of requested reports, documents, suggested policies, etc. for the operation of Redding Christian School.
- Provide leadership in the accomplishment of the spiritual mission of Redding Christian School.
- Direct the daily operation of grades 6-12 through supervision of secondary staff, coordination of activities and setting the tone for a quality educational program.
- Manage personnel affairs of secondary staff including answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff, etc.
- Authorize contracts to agencies or persons outside the school.
- Authorize all purchase orders/reimbursement for secondary staff.
- Prepare and monitor annual budgets relating to the secondary staff.
- Establish clear lines of authority, assign personnel, develop job descriptions for the secondary staff.
- Meet regularly with the School Board to insure coordination of programs and quick problem resolution.

- Interview, enroll and implement procedures for the admission of students. Make the final in-school decision on admission or non-admission of secondary students.
- Provide long-range planning. Develop yearly calendars and maintain schedule of all Secondary school events.
- Support activities of Parent Groups and encourage other ad hoc parent volunteer programs.
- Monitor and disseminate school policy manuals for staff, parents, and students.
- Help facilitate the coordination of all-school functions, in-service programs, parties, etc. for secondary staff.
- Provide leadership in obtaining and maintaining accreditation.
- Provide supervision and evaluation of secondary staff, improvement of instruction, administration of disciplinary procedures as appropriate.
- Oversee all special projects, such as building programs, special services, work trips, senior trips, concerts and programs, staff convention trips, etc. pertaining to secondary staff.
- Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities.
- Supervise all maintenance and safety-related issues for the facility.
- Evaluate employee compliance with workplace health and safety standards and requirements as outlined in the RCS “Code of Safe Practices.”
- Assist in providing regular on-going workplace health and safety training.
- Establish an annual secondary calendar.
- Attend all School Board meetings.
- Fulfill all other duties assigned by the Site Administrator that assure the successful operation of Redding Christian School.
- Abide by the mission statement, policy manuals and employee handbook of RCS.
- Assist in interviewing and hiring staff.
- Oversee academic guidance counseling and class scheduling for secondary students.
- Conduct staff meetings.
- Monitor grades and grade reporting system.
- Carrying out appropriate discipline of students as needed.
- Implement and assist in the administration of standardized tests. (PSAT, ACT, SAT, Terra Nova)
- Use results of standardized tests to counsel teachers on meeting the academic standards of RCS.
- Oversee international student program