
UNION CHAPEL CHRISTIAN ACADEMY

JOB DESCRIPTION

JOB TITLE: Vice Principal – Part Time

REPORTS TO: Christian Education Superintendent

STATUS:

The Assistant Principal develops staff, students' attitudes, skills, and subject competencies that will contribute to their spiritual development as mature, able, and responsible Christians.

Summary: The Assistant Principal will assist in serving our teachers, students, families, and staff. Will be a member of the Schools leadership team who prayerfully and skillfully leads the school including its mission, budget, staff, curriculum, programs, events, academic achievement, and stakeholder relations and reporting. This position will report to the UC Christian Education Superintendent with dual reporting duties in specified areas supporting the UCCA Principal.

Job Requirements (minimum)

Education: Must currently hold or have previously held a teaching license. Master's Degree in relatable field is preferred but not required.

Work Experience: Three years' professional experience with at least three years' classroom experience including demonstrated supervisory duties designed to build and foster healthy relationships within an educational community.

Personal: Must be a believer in Jesus Christ, fully committed to a Biblical View and have a demonstrated passion for Christian education.

Duties and Responsibilities - Demonstrate Academic Excellence by leading a team of teachers, staff, and volunteers to promote the spiritual development of the children at UCCA. Be knowledgeable of school policies and always demonstrate support to the Principal and Superintendent.

- Support the admissions staff and processes including academic assessments, enrollment, and financial aid.
- Uphold the day-to-day operations of the school in the absence of the Principal.
- Supervise and support faculty and staff (performance reviews, troubleshooting, and offer development opportunities).
- Creates and maintain positive, trusting, mutually respectful relationships with faculty, staff, parents, and volunteers.
- Provides timely, clear communication with parents/guardians including electronic communications and parent/teacher conferences.
- Provides Christ-centered, consistent, appropriate, loving student discipline.
- Provides school-wide communications (schedules, snow days, etc.)
- Participate in fundraising strategies by communicating UCCAs mission and vision to students, parents, teachers, staff and donors to create buy-in and support.
- Knowledgeable of, support and enforce school policies.
- May be required to participate in the Union Chapel Christian Academy Summer Program.

Demonstrate Biblical Worldview in the following:

- Maintain a rich, personal life as a disciple of Christ.
- Oversee development of specific programing including, but not limited to, Christian service, outreach, and missions for students.
- Adhere to the Christianity Statement of Faith.
- Ensure that spiritual excellence is part of each program, course, or activity.
- Serve the staff and students creating an atmosphere of spiritual excellence.
- Be a member in good standing of a sound Evangelical Church.

Demonstrate Christian Character by:

- Accurately applying Scripture in problem solving.
- Remaining flexible, gracious, friendly and approachable.
- Collaborating with parents, students and staff from a wide variety of backgrounds, cultures, and denominations.
- Communicating clearly in both spoken and written words.
- Maintaining a high degree of professional integrity.
- Choosing a positive and thoughtful approach in working with others.
- Provide support in preparation of reports to Union Chapel Christian Academy Board of Directors and be available to attend meetings if/when requested.
- Correcting, mentoring, and discipling students, families, and staff.
- Representing UCCA positively to the community.
- Perform other duties as assigned

CONFIDENTIALITY STATEMENT

Must be able to maintain confidential church business, files and records. Church Business must be kept confidential; this information must not be disclosed except by approval. Disclosure will result in immediate dismissal!
