**Arizona Conference Corporation of Seventh-day Adventists**

**Job Description**

**Principal**

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| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Department/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Status: \_\_\_\_\_\_\_Full-time\_\_\_\_\_\_\_\_** | **Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Benefits: \_\_\_\_\_\_Yes\_\_\_\_\_\_\_\_\_\_\_\_** | **Supervisor’s title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Job Overview

The principa,l in his/her ministerial role, is vital to the faith formation of the next generation and is the chief administrator of the school with responsibilities and other functions as may be assigned by conference office of education and school board policies. The principal should hold a valid Administrators Certificate with proper endorsement(s). Requires knowledge of school policy and organizational structure, a high level of technical skills, high levels of tact, friendliness, and other aspects of strongly developed interpersonal skills plus proven organizational skill.

Authority, Accountability

Authority as delegated by the Board of Education. Work is performed without supervision. Assignments are performed independently, referring problems, concerns, etc., to the Board for help. Has supervisory duties over others.

Essential Job Functions

The Principal’s responsibilities shall include, but are not limited to the following:

* Serve as executive secretary of the board
* Serve as agent of the school board in administering the school in accordance with the union conference education code, and any additional policies adopted by the conference board of education and the school board
* Provide leadership to the religious program and activities, and in the development and maintenance of a positive spiritual climate
* Be responsible for the organization of the school program
* Serve as fiscal manager and operate the school on a sound financial basis
* Maintain a record-keeping system to ensure the security of all school, student, and board records
* Provide leadership in preparing for the school evaluation process
* Assume responsibility for school marketing and the recruitment of students
* Provide leadership for the instructional program
* Provide direction for co-curricular programs and off campus activities and tours
* Serve as agent of the school board in working with the conference office of education in the employment of school personnel
* Maintain discipline in accordance with Christian principles
* Develop and maintain positive community relations
* Ensure the periodic inspection and maintenance of buildings, grounds, and equipment for operating efficiency and to provide for safety of operation throughout the school plant, with regularly conducted fire and disaster drills.

Qualifications:

* Must be a Seventh-day Adventist member in regular standing
* Has strong knowledge of principles, policies and beliefs of the Arizona Conference and the Seventh-day Adventist Church
* Exhibits a commitment to the Seventh-day Adventist doctrines and lifestyle
* Expresses loyalty and interprets Arizona Conference philosophy, policy and procedures positively

Education/Experience

* Bachelor’s Degree or higher (Master’s Degree preferred)
* Valid Administrator’s Certificate
* A willingness to share their Christian testimony and instruct others in the faith
* Certified in relevant subject area
* Operational knowledge of the Internet and web-related technologies
* Biblical knowledge required

Knowledge and Skills

* Must exhibit extensive initiative
* Adaptable and able to evaluate priorities
* Must be creative in the handling of school affairs
* Requires ability to work in high production capacity with many interruptions
* Requires well developed knowledge of school employment and operational policies and practices
* Possesses strong oral and written communication skills
* Works as part of a team
* Accepts responsibility and is self-motivated
* Demonstrates strong work ethic to achieve school goals
* Displays effective multi-tasking and time management skills

Physical Requirements

* Must be able to read, speak, hear and write
* Must be able to effectively communicate both orally and in writing
* Some standing, walking, bending, kneeling, carrying of light items, etc. required
* Tasks may involve extended periods of time at a keyboard or workstation
* Some tasks require visual perception and discrimination

Working Conditions

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well lighted and ventilated.

**\* \* \*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**