



Position: High School Principal (Grades 9-12)

Reports to: Superintendent

Compensation: \$90,000 - \$120,000 with a competitive benefits package including medical, dental, vision, disability, life insurance, 403(b), paid time off, sick leave, etc.

Key Responsibilities

Instructional Leadership

- Oversee and manage instructional programs for grades 9-12, ensuring alignment with RCS's educational mission and values.
- Collaborate with the Superintendent, other school administrators, and department directors to implement the educational philosophy and policies set by the Board of Trustees.
- Actively participate in the accreditation process and provide regular operational reports to the Superintendent and Board of Trustees.
- Assist with student registration, family interviews, and appropriate placement of students within the High School.
- Collaborate on long-term facilities planning to support and enhance the High School's educational programs.

Educational Program Management

- Develop and maintain a comprehensive, student-centered educational program that meets the needs of all RCS students.
- Evaluate staff performance and provide constructive feedback, both individually and in groups.
- Assist in developing the master schedule, assigning teaching duties, and organizing room allocations.
- Work closely with the Dean of Students on attendance, academic records, and discipline management.
- Maintain and enforce high standards of student conduct, ensuring a respectful and orderly school environment.

- Lead efforts to improve instructional quality and coordinate curriculum content across departments.
- Revise course offerings as needed, select appropriate instructional materials, and manage student testing and evaluation programs.
- Keep detailed records of student and staff incidents and injuries.
- Supervise extracurricular activities in coordination with other administrators.
- Maintain consistent communication with parents through newsletters, emails, conferences, and handbooks.

Personnel Management

- Work with the Superintendent on staffing decisions, including re-employment and assignment of high school teaching staff.
- Assist in the recruitment, screening, and hiring of qualified personnel for grades 9-12.
- Supervise and evaluate staff performance.
- Plan and implement in-service programs for faculty while recommending relevant professional development opportunities.
- Lead regular faculty meetings.
- Assign extracurricular duties to staff members, ensuring fair distribution of responsibilities.
- Supervise key personnel such as the Dean of Students, Athletic Director, Director of Student Life, and Counselors.
- Ensure adequate supervision of students across all school areas and events.

Finance Management

- Assist the Superintendent in establishing budget priorities and the High School's portion of the annual budget.
- Monitor expenditures and approve spending from the High School activities fund, ensuring responsible use of resources.

High School Facility Supervision

- Oversee the storage, maintenance, and appropriate use of high school equipment, furniture, and supplies.
- Monitor student use of high school facilities and identify any maintenance or improvement needs, reporting them to the Director of Maintenance and Superintendent.

Qualifications

Personal and Professional Requirements

- A committed Christian who exemplifies a strong dedication to Christian education and RCS's mission.

- A minimum of three years of teaching experience in a Christian school, with administrative experience preferred.
- Holds a master's degree in educational administration, curriculum development, or a related field, or possesses advanced training in educational administration.
- Eligibility for or currently holding appropriate administrative credentials is preferred.
- Demonstrates excellent skills in communication, human relations, personnel management, and educational leadership.
- Other relevant combinations of education and experience that provide the necessary qualifications may be considered.