



## **TOLEDO CHRISTIAN SCHOOLS, INC.**

**TITLE:           JOB DESCRIPTION -  
MIDDLE SCHOOL/HIGH SCHOOL PRINCIPAL**

**CATEGORY:**   Administrator/Full Time/Exempt

**PURPOSE:**    The middle school/high school **principal** is responsible for administering the Toledo Christian Junior and Senior High School program while managing the policies, regulations, and procedures to ensure that all students are supervised in a safe Christian learning environment that meets the approved curricula and mission of Toledo Christian Schools.

**SUPERVISOR:**  Superintendent

### **FUNCTIONS & RESPONSIBILITIES:**

- Possess a mature and vibrant Christian faith that inspires the faculty and staff, parents, and the 300+ high school and middle school students.
- Inspire and lead the faculty in pursuing academic and spiritual excellence in every aspect of the programs.
- Lead students, teachers, and families in creating a culture that values community, partnership, and purpose.
- Initiate, develop, implement, and supervise policies, procedures, and programs that encourage an atmosphere of college-preparedness, spiritual growth, artistic expression, athletic distinction, and life lasting relationships.
- Make recommendations to the superintendent regarding the hiring, retention, and assignment of faculty as well as curricular and extra-curricular enhancements.
- Prioritize mentorship and accountability while cultivating a faculty committed to academic and spiritual excellence.
- Utilize effective and regular written and oral communication to keep all stakeholders within the community well informed as well as maintain a high-level of visibility on the campus.
- Oversee the MS/HS budget and MS/HS staff budget accountability while also dreaming, envisioning, and enhancing the future so that TCS remains competitive and strong.
- Fulfill important roles in the admission and re-recruitment processes that inspire growth and strong student retention.
- Oversee the College Counseling, Admissions office, and Academic Support program, as well as the master schedule.
- Ensure compliance with legal requirements of government regulations and agencies.
- Maintain educational standards established by the state of Ohio, ASCI.
- Develop and implement secondary faculty responsibilities, including but not limited to, devotions schedule, teacher duty assignments, chaperoning events, etc.

**QUALIFICATIONS:**

- Minimum of five years instruction in a full-time classroom setting.
- Demonstration of a mature and godly Christian worldview and lifestyle.
- Evidence of being born-again through the redemptive grace of Jesus Christ.
- Must have the ability to speak clearly, distinctively, and appropriately.
- A statement of faith that is in line with the school's Statement of Faith and mission.
- Available to start July 1, 2016.

**PREFERRED QUALIFICATIONS:**

- Minimum of five years of successful administration experience.
- Minimum of five years of teaching in a high school setting.
- An understanding of Classical Christian Curriculum.
- Completion of graduate degree.
- Demonstrated leadership expertise in running a complex environment.