

# 8–12 Principal

## Position Information

- **Position Title:** 8–12 Principal
  - **Reports To:** Head of School
  - **Position Type:** Full-Time | Exempt | 12-Month
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## Position Purpose

The 8–12 Principal at Shepherd Christian School exists to provide Christ-centered instructional, cultural, and operational leadership for grades 8 through 12. This role ensures academic excellence, spiritual formation, student well-being, and staff effectiveness while preparing students for life beyond graduation through rigorous academics, career readiness, and discipleship.

The 8–12 Principal views secondary leadership as Christian ministry and leads with vision, creativity, wisdom, and accountability—developing systems and opportunities that prepare students for college, career, vocation, and faithful adult life.

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## Christian Mission & Lifestyle Expectations

As a ministry of Shepherd Christian School, the 8–12 Principal is expected to model Christlike character and uphold biblical values consistent with the school’s mission.

The 8–12 Principal will: - Profess a clear Christian testimony and demonstrate a growing relationship with Jesus Christ. - Live a lifestyle of biblical integrity in speech, actions, and relationships. - Actively attend and support a Bible-believing church. - Support and uphold the school’s Statement of Faith, Lifestyle Agreement, and Ethical & Moral Integrity standards. - Lead with servant-hearted authority, wisdom, creativity, and grace. - Follow the biblical principles of Matthew 18 when addressing conflict. - View secondary leadership as ministry and intentionally invest in the spiritual formation of students and staff.

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## Primary Responsibilities

### Instructional & Academic Leadership

- Provide instructional leadership that ensures high-quality teaching and learning across grades 8–12.
- Oversee curriculum integration using a combination of print, online, and blended instructional models.
- Support and supervise specialized instructional staff including core academic teachers, intervention staff, and specials teachers.

- Ensure academic rigor while allowing flexibility and innovation in instructional delivery.

#### College Credit Plus (CCP) & Postsecondary Readiness

- Lead the development, expansion, and oversight of College Credit Plus (CCP) programming.
- Ensure CCP offerings align with graduation requirements, student readiness, and academic quality.
- Partner with higher education institutions to support successful CCP implementation.
- Guide students and families in understanding postsecondary options and pathways.

#### Career, Vocational, & Workforce Development

- Lead the development of a vocational and career readiness model that equips students with practical skills alongside academics.
- Collaborate with local business partners to create authentic learning, mentorship, and workforce exposure opportunities.
- Partner with the Director of Advancement and development staff to cultivate and sustain community and business partnerships.
- Ensure vocational programming prepares students for responsible, productive adult life and meaningful work.

#### Student Life, Culture & Leadership

- Oversee student life, discipline, and school culture in partnership with the Dean of Students.
- Support student leadership development, responsibility, and accountability.
- Foster a culture that encourages student engagement, ownership, and growth.

#### Athletics, Fine Arts & Extracurricular Programming

- Provide leadership oversight for athletics, fine arts, and extracurricular programs.
- Collaborate with the Director of Athletics and fine arts staff to encourage broad student participation.
- Ensure extracurricular programming supports student development, balance, and community engagement.

#### Staff Leadership & Development

- Lead, supervise, and evaluate 8–12 faculty and staff.
- Foster a culture of professional growth, collaboration, and accountability.
- Support hiring, onboarding, mentoring, and retention of secondary staff.

#### Family & Community Partnership

- Serve as a primary point of leadership for 8–12 families.
- Communicate proactively and professionally with parents regarding academics, programming, and student life.
- Build strong partnerships with families and community stakeholders.

## Operations & Strategic Leadership

- Oversee daily operations for grades 8–12 including scheduling, supervision, and logistics.
  - Collaborate with the Director of Operations, Business Office, and Head of School.
  - Contribute meaningfully to school-wide strategic planning and innovation initiatives.
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## Key Performance Indicators (KPIs)

### Mission & Culture

1. Consistently models Christlike leadership and advances Shepherd Christian School's mission.
2. Cultivates a Christ-centered, engaging secondary school culture.

### Instructional & Academic Excellence

3. Demonstrates strong instructional leadership resulting in high-quality secondary instruction.
4. Supports measurable academic growth and student achievement.

### College & Career Readiness

5. Develops and sustains effective College Credit Plus programming.
6. Expands vocational and workforce readiness opportunities for students.

### Partnerships & Innovation

7. Establishes and maintains productive partnerships with colleges, businesses, and community organizations.
8. Demonstrates creativity and flexibility in curriculum and program design.

### Student Life & Engagement

9. Oversees student discipline and culture with consistency, fairness, and restorative intent.
10. Encourages strong student participation in athletics, fine arts, and extracurricular activities.

### Staff Leadership

11. Provides clear expectations, feedback, and support to faculty and staff.
12. Demonstrates effective hiring, onboarding, and retention of secondary staff.

### Operations & Stewardship

13. Ensures smooth daily operations and responsible stewardship of resources.
14. Demonstrates compliance with policies, procedures, and accreditation requirements.

### Strategic Leadership

15. Contributes meaningfully to school-wide planning, innovation, and long-term sustainability.

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## **Qualifications & Experience**

- Bachelor's degree required; Master's degree in Education or Educational Leadership preferred.
- Valid teaching license; administrative licensure preferred.
- Experience in secondary education leadership, curriculum oversight, or school administration preferred.
- Experience with postsecondary programming, vocational models, or community partnerships strongly preferred.

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## **Personal & Professional Expectations**

- Demonstrates courtesy, integrity, flexibility, gratitude, and perseverance.
- Maintains emotional stability and professionalism under pressure.
- Submits respectfully to school governance and leadership structures.
- Represents Shepherd Christian School positively to families, churches, and the broader community.

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## **Disclaimer**

This job description reflects the general duties and expectations of the position but is not intended to be an exhaustive list. Shepherd Christian School reserves the right to modify duties and responsibilities as needed to support the mission and operation of the school.

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