

## CCA Principal Job Ad for the 2021-22 School Year

Clinton Christian Academy is a 132 student K4-12<sup>th</sup> grade independent and non-denominational Christian School located in Clinton, Missouri. The school was started in 2000 and has its own facilities. We are seeking a qualified candidate for the position of Upper School Principal (grades 7-12). If you are passionate about your relationship with Jesus, want to be a part of teaching Christian principles and character through Christ centered academics, and to prepare each child to impact the world for Jesus Christ; then prayerfully consider joining our team. Resumes and applications are being accepted now for 2021-22 and beyond.

The school Principal serves as the educational leader. He/she is responsible to insure the implementation of policies, regulations, and procedures and to ensure that all students and staff are supervised in a safe Christian learning environment in accordance with the mission of CCA. Achieving academic excellence requires that the school Principal work collaboratively to direct and nurture all members of the staff and communicates effectively with parents. Inherent in the position are the responsibilities for staff development and evaluation, curriculum development, budget development, extracurricular activities, personnel management, emergency procedures, and facility operations. The individual will be hired by the CCA school board and report to the Administrator, who reports to the school board. Salary will be competitive and based on experience and education. We will discuss salary with qualified applicants after receiving resume and application.

### Qualifications:

- Possess a love for Christ and for students.
- Have a vital, growing relationship with Christ.
- Have appropriate background in education and administration with proven competence in educational leadership (minimum 5 years teaching experience preferred).
- Must hold, or be able to acquire within one year, state or ACSI certification as a principal/administrator.
- Support the school's philosophy and objectives and agree with the Clinton Christian Academy "Statement of Faith" (found at <http://www.clintonacademy.org/statement-faith/>).
- Appreciate the distinctive qualities and advantages of Christian schooling.

### Job Summary:

- Supervision and management of all students and enforcement of school rules and policies.
- Mentoring or assigning mentors for new teachers.
- Development of faculty in the area of professional growth (a teacher of teachers).
- Work with faculty and administration to develop Learning Support Plans for students as needed.
- Assist with supervision, observation, and evaluation of all faculty and staff.
- Assist with oversight of curriculum development.
- Assist with development of student discipleship and service opportunities.
- Assist with grades 7-12 school management system (Sycamore Education).
- Assist with Upper School class schedule, special area schedules, and faculty duty schedules.
- Assist the Administrator with chapel schedules and lead chapels as needed.
- Assist with standardized testing (Terra Nova, PSAT, etc.).
- Teach 2-3 classes as needed.
- Other duties as assigned by the Administrator.

**Applications are being accepted now** for 2021-22 and beyond. Prayerfully consider submitting a resume to administrator Robin Ritchie at [rritchie@clintonacademy.org](mailto:rritchie@clintonacademy.org).