

# High School Principal

## Brentwood Christian School

---

**REPORTS TO:** President  
**CLASSIFICATION:** Full-time; Exempt; Year Round

**SUMMARY:** Provide leadership and administration to High School faculty and staff while ensuring students are nurtured in a Christ-centered academic environment that emphasizes excellence and inspires students to develop their individual God-given talents for lives of Christian leadership and service.

**RESPONSIBILITIES:**

- Collaborate with the Office of Academic Advancement as well as faculty to develop and implement appropriate curriculum that supports and promotes the mission and values of BCS
- Collaborate with directors of extracurricular activities and principals of all levels in order to maintain mission and vertical alignment across campus
- Effectively observe and evaluate faculty performance providing clear and actionable feedback, resources and support within the management protocol of BCS.
- Confer with faculty and parents to discuss educational activities, policies, student behavior and/or learning challenges
- Promote and enact the BCS mission through preparation, interactions, words, and actions.
- Oversee and implement discipline that is within the framework of the BCS mission as well as the BCS Parent-Student Handbook.
- Participate in the preparation of the budget for the High School
- Track, record and report key metrics as defined by the Office of Academic Advancement
- Supervise and mentor High School faculty and staff
- Support and promote the mission and core beliefs of BCS
- Other duties as assigned

**QUALIFICATIONS:**

- Must have a Master's degree in education or educational leadership and administration
- Valid principal certification required
- Must have 5+ years of classroom teacher experience and a minimum of 2 years of successful leadership experience in a secondary school. Christian school experience preferred
- Must be an active member of a Church of Christ congregation

**SPECIAL KNOWLEDGE / SKILLS:**

- Passion for the successful education and Christian development of children
- Excellent customer service and interpersonal skills

- Strong verbal and written communication skills
- Proficiency in Microsoft Office Suite and various educational software

**PHYSICAL REQUIREMENTS:**

- Must be able to lift up to 25 pounds
- Must be able to sit for extended periods of time