**SUPERINTENDENT, PRINCIPALS, AND EXECUTIVE ASSISTANT JOB DESCRIPTIONS**

**4.000.91**

**Superintendent**

Supervisor: Board President

Evaluation: Board President

Board Expectations:

1. The Superintendent seeks to administrate all practices, activities, decisions, and organizational circumstances lawfully, prudently, or in accordance with business and professional ethics and in harmony with the Statement of Faith, Mission, Vision, Core Values, and Strategic Plan of North Raleigh Christian Academy.
2. The Superintendent seeks to administrate conditions, procedures, and decisions which are safe, dignified, necessarily intrusive, biblical, or that afford appropriate confidentiality and privacy for current and prospective students and families.
3. The Superintendent seeks to administrate conditions that are fair, lawful, safe, biblical, dignified, or affords appropriate confidentiality for staff and parent/student volunteers.
4. The Superintendent seeks to meet the Board’s Ends priorities in financial planning and maintain the core value of Operational Integrity at NRCA.
5. The Superintendent seeks to ensure that school assets are protected and adequately maintained.
6. With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Superintendent seeks to maintain the fiscal integrity and Christian testimony of North Raleigh Christian Academy.
7. The Superintendent seeks to keep the Board informed and supported in its work in a timely manner.
8. With respect to the programs and services provided by the school, the Superintendent seeks to ensure that these programs and services meet or exceed standards for excellence and are consistent with the philosophy and core values of North Raleigh Christian Academy in program quality and safety.
9. With respect to donor, donations, and fundraising, the Superintendent seeks for all facets of fundraising and donor acknowledgments to be done in accordance to biblical stewardship principles and Board defined goals and applications.
10. The Superintendent seeks to provide clear policies as defined in the student handbook as to what may or may not be expected from the service offered, a biblical grievance process, and a means by which to inform the Board when internal grievance procedures have been exhausted.
11. The Superintendent seeks to direct the course of the Board-developed Strategic Plan towards the Board’s Ends priorities derived from a multi-year plan.
12. The Superintendent seeks to provide a Christ-centered environment for students and families as characterized by the Board of Governors.
13. The Superintendent seeks to not knowingly discriminate on the basis of race, color, national, and ethnic origin in the administration of NRCA’s educational policies, admissions policies, employment, scholarship and loan programs, athletic programs and other school administered programs.

Ministry Expectations:

1. The Superintendent seeks to promote the vision and mission of NRCA based on its core values and faith statement that promotes a Kingdom education lighthouse of students who are impacting their society for Christ.
2. The Superintendent seeks to be a model of servant leadership to the NRCA school family, staff, and students.
3. The Superintendent seeks to provide wisdom and counsel to the administrative team in particular and the staff at large.
4. The Superintendent seeks to provide training for the staff through in-service, staff professional days, conferences, and conventions in Christian worldview, Biblical integration, and servant leadership.
5. The Superintendent seeks to mentor future leadership for roles on the administrative team.
6. Provide leadership in the accomplishment of the spiritual mission of NRCA.
7. Authorize contracts to agencies or persons outside the school.
8. Supervise the principals in the daily operation of the school through supervision of staff and coordination of activities.
9. Prepare and monitor annual budgets with assistance from the Finance Committee of the board and the Business Manager.
10. Establish clear lines of authority, assign personnel, and develop job descriptions.
11. Meet regularly with administrative team to insure coordination of programs and quick problem resolution.
12. Establish and implement procedures for the admission of students.
13. Develop yearly calendars and maintain schedule of all school events.
14. Coordinate Parent Advisory Committee and Parent Council meetings.
15. Develop and disseminate school policy manuals for staff, parents, and students.
16. Provide for administrative staff development, retreats, etc.
17. Provide leadership in obtaining and maintaining accreditation and certification.
18. Advise principals in supervision of staff, improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate.
19. Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities.
20. Resolve problems in coordination with administrative staff.
21. Lead Executive Leadership Team, Leadership Team, and Emergency Response Team.

**4.001.92**

**High School Principal**

Supervisor: Superintendent

Evaluation: Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal is to encourage improvement in teaching techniques.
8. The principal is to encourage harmony among staff members.
9. The principal is to conduct teachers’ meetings at least weekly.
10. The principal is to be available to meet parents and other interested people.
11. The principal is to carefully interpret the philosophy and objectives of the school.
12. The principal is to give prompt attention to complaints.
13. The principal is to keep a record of procedures and how they are best handled.
14. The principal shall make annual recommendations for improving salaries and fringe benefits to the superintendent.
15. Carry out the mandates of the school board, as articulated by the Superintendent.
16. Supervise support staff as assigned.
17. Supervise all teachers and staff of grades 9-12, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (frequent non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification of assigned staff
	5. enforcement of the guidelines in the staff policy manual
18. Supervise all students in grades 9-12, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
19. Oversee the carrying out of the assigned curriculum.
20. Handle conflicts that may arise involving teachers and students, parents, or other staff.
21. Attend weekly chapels.
22. Promote involvement in academic competitions.
23. During the school year, have Assistant Secondary Principal inform you of eligibility of students involved in extracurricular activities (athletics and fine arts).
24. With teachers, compile a list of students required to attend summer school and arrange staffing.
25. Attend conventions and seminars as requested.
26. Monitor completion of quarterly and yearly grade averages for report cards and office files.
27. Work with College Counseling Director and teachers to select and winners of year-end awards.
28. Lead/participate in staff devotions, teachers' meetings, and ACSI conventions.
29. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
30. Supervise final checkout of teachers at end of year.
31. Oversee all details for Homecoming with Athletic Director, Middle School Principal, and Assistant Secondary Principal.
32. Work with superintendent to plan course needs, teacher needs/workloads, and master schedule for the next school year.
33. Inform students and parents of the option of independent study option (high school). Screen students and monitor progress in courses taken.
34. Assist the superintendent and/or conduct Parent Information Meetings.
35. Work in conjunction with the College Counseling Director for TerraNova Test Battery.
36. Oversee the compilation of honor roll lists (grades 9-12) and a listing of students exempt from final exams (grades 9-12).
37. Attend extracurricular activities.
38. Attend all Booster Club meetings and submit a report to the superintendent.
39. Administer all programs in accordance with policies and procedures adopted by the board and superintendent of NRCA and serve as Assistant to the Superintendent.
40. Serves as Junior/Senior Banquet sponsor and oversee all senior programs and activities.
41. Conduct bi-monthly high school department head meetings and oversee department heads.
42. Monitor the teachers’ webpages weekly to assure each teacher webpage is current and updated.
43. Guide, assist, and approve speeches for Homecoming, Honor Society, Student Council, Valedictorian, and Salutatorian.
44. Submit weekly principal progress folder to the Superintendent.
45. Assess quarterly grades of students and place students on academic probation as needed.
46. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
47. Oversee respective school’s substitute teachers.
48. Coordinate all elementary schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
49. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
50. Check curriculum guides quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
51. Order textbooks grades 6-12.
52. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team, and Emergency Response Team.
53. Serve as the Assistant Superintendent and conduct all principals’ summative evaluations.
54. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.002.94**

**Middle School Principal**

Supervisor: Superintendent

Evaluation: Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal will assist the superintendent in maintaining ACSI certification records for principal’s assigned staff.
8. The principal is to encourage improvement in teaching techniques.
9. The principal is to encourage harmony among staff members.
10. The principal is to conduct teachers’ meetings at least weekly.
11. The principal is to be available to meet parents and other interested people.
12. The principal is to carefully interpret the philosophy and objectives of the school.
13. The principal is to give prompt attention to complaints.
14. The principal is to keep a record of procedures and how they are best handled.
15. Carry out the mandates of the school board, as articulated by the superintendent.
16. Supervise office and support staff as assigned.
17. Supervise all teachers of grades 6-8, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification for MS staff
	5. enforcement of the guidelines in the staff policy manual
18. Supervise all students in grades 6-8, and any other teacher assigned, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
19. Oversee the carrying out of the assigned curriculum.
20. Handle conflicts that may arise involving teachers and students, parents, or other staff.
21. Attend weekly chapels.
22. Promote involvement in academic competitions.
23. During school year, have the Assistant Secondary Principal inform you of eligibility of students involved in extracurricular activities (athletics and fine arts).
24. Contact parents and students quarterly, who need to be placed on Academic Probation.
25. With teachers, compile a list of students required to attend summer school and arrange staffing.
26. Attend conventions and seminars as requested.
27. Monitor completion of quarterly and yearly grade averages for report cards and office files.
28. Monitor the teachers weekly concerning the posting of tests and quizzes.
29. Monitor the teachers’ webpages weekly to assure each teacher webpage is current and updated.
30. Work with College Counseling Director and teachers to select winners of year-end awards.
31. Lead/participate in staff devotions, teachers' meetings, and ACSI conventions.
32. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
33. Supervise final checkout of teachers at end of year.
34. Oversee all details for Homecoming with Athletic Director, High School Principal, and Assistant Secondary Principal.
35. Guide, assist, and approve speeches for Homecoming, Honor Society, Student Council, Valedictorian, and Salutatorian.
36. Work with superintendent to plan course needs, teacher needs/workloads, and master schedule for the next school year.
37. Assist the superintendent and/or conduct Parent Information Meetings.
38. Work in conjunction with College Counseling Director for Terra Nova Test Battery.
39. Oversee the compilation of honor roll lists (grades 6-8) and a listing of students exempt from final exams (grades 6-8).
40. Attend extracurricular activities.
41. Oversee dress approval for the Junior/Senior Banquet assisted by the principal’s administrative assistant and the advancement team administrative assistant.
42. Organize and supervise annual fashion show.
43. Work in conjunction with the high school principal guiding middle/high school students in developing speeches for various ceremonies throughout the year.
44. Assess quarterly grades of students and place students on academic probation as needed.
45. Submit weekly principal progress folder to the Superintendent.
46. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
47. Conduct bi-monthly department head meetings and oversee middle school department heads.
48. Serve as a member of the PVA Executive Committee representing the Middle School.
49. Oversee respective school’s substitute teachers.
50. Coordinate all middle school schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
51. Oversee Middle School Leadership Conference assisted by the Student Life Director.
52. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
53. Check curriculum guides and bulletin boards quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
54. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
55. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.003.96**

**Elementary Principal**

Supervisor: Superintendent

Evaluation: Superintendent

1. The principal is responsible for the school’s professional and non-professional staff.
2. The principal administers and supervises the educational activities of the school.
3. The principal recommends policies to the superintendent for the further development of the school.
4. The principal is to assist the superintendent in operating the school within the approved budget.
5. The principal is to identify problem areas in the school, determine solutions, and assist staff members to solve them.
6. The principal is to know the requirements for accreditation and assist the superintendent in keeping the school accredited.
7. The principal is to encourage improvement in teaching techniques.
8. The principal is to encourage harmony among staff members.
9. The principal is to conduct teacher’s meetings at least weekly.
10. The principal is to be available to meet parents and other interested people.
11. The principal is to carefully interpret the philosophy and objectives of the school.
12. The principal is to give prompt attention to complaints.
13. The principal is to keep a record of procedures and how they are best handled.
14. The principal shall make annual recommendations for improving salaries and fringe benefits to the superintendent.
15. Administer all elementary programs including kindergarten, elementary classes, after school program, home school program, summer programs, etc. in accordance with policies and procedures adopted by the Board and administration of NRCA.
16. Coordinate all elementary chapel programs.
17. Coordinate special events related to the elementary program.
18. Supervise all teachers and staff of grades K-5, including:
	1. grade and class assignments
	2. teacher orientation week and debriefing
	3. observation and evaluation (frequent non-official and formal evaluations)
	4. assist superintendent with ACSI teacher certification of assigned staff
	5. enforcement of the guidelines in the staff policy manual
19. Supervise all students in grades K-5, including:
	1. admissions testing and parent interviews
	2. discipline involving major problems as referred by the assistant secondary principal, teachers, or staff.
	3. enforcement of the guidelines in the student handbook
20. Review curriculum, make suggestions for adoption, order and maintain inventories of materials, texts, supplies, etc.
21. Coordinate all elementary schedules, use of facilities, duty rosters, etc. as assigned by the superintendent.
22. Oversee respective school’s substitute teachers.
23. Establish systems and train staff in routine of daily operation, e.g., attendance, records, grading, reporting, etc.
24. Provide leadership and assistance in the discipline of students.
25. Consult with parents, coordinate staffing, and assist in any parent education programs.
26. Evaluate elementary programs and personnel and recommend changes as appropriate.
27. Report needs for maintenance, repairs and security.
28. Interview and make recommendations of new student admissions as delegated.
29. Provide spiritual leadership, coordinate prayer meetings as assigned and counsel staff as appropriate.
30. Maintain professional relationships with and among faculty especially in the application of Matthew 18 in problem resolution.
31. Provide check-outs for assigned staff at the end of year including inventories, cleaning, storage, projected orders, etc.
32. Provide leadership in the profession through memberships and participation in professional associations.
33. Assist superintendent in maintaining ACSI certification records for principal’s assigned staff.
34. Assist the superintendent and/or conduct Parent Information Meetings.
35. Check curriculum guides quarterly, webpages weekly, and PowerSchool weekly. Monitor assignments, homework, tests, etc.
36. Work in conjunction with College Counseling Director for TerraNova Test Battery.
37. Conduct bimonthly lead teacher meetings and oversee lead teachers.
38. Carry out mandates of the school board, as articulated by the Superintendent.
39. Supervise office and support staff as assigned.
40. Promote involvement in academic competitions.
41. Oversee supervision of SMART boards and Ipads.
42. Lead/participate in staff devotions, teachers’ meetings, and ACSI Conventions.
43. Distribute year-end evaluation forms to teachers, summarize completed forms for debriefing meeting, and follow up on any needed changes.
44. Supervise final checkout of teachers at end of year.
45. Oversee compilation of perfect attendance and honor roll lists (grades 1-5).
46. Submit weekly principal progress folder to the superintendent.
47. Oversee all teachers’ classrooms for updated quarterly bulletin boards, neatness, etc.
48. Serve as a member of the PVA Executive Committee representing the Elementary.
49. Serve as a member of the Superintendent’s Executive Leadership Team, Leadership Team and Emergency Response Team.
50. The principal administers and supervises the educational activities of the Pre-K.
51. Assist Superintendent in any other projects or duties necessary at his discretion.

**4.012.104**

**Executive Assistant to the Superintendent and Board**

Supervisor: Superintendent

Evaluation: Superintendent

Requirements:

1. Relevant Bachelor’s degree required; Master’s degree preferred.
2. Must have three-five years of administrative assistant experience at the executive level of administration and office management preferably working directly for a CEO.
3. Requires excellent Word, Excel, PowerPoint, E-mail, and Internet skills. Requires outstanding communication skills-both written and verbal. Must be independent thinker/worker, diplomatic, friendly, approachable, confident, and assertive. Must be able to make presentations on demand with graphics and customized animation.
4. Requires ability to sit, stand, or walk for long periods of time.
5. Reports to the Superintendent.

Job Summary:

Be responsible for managing the activities, schedules, budget, records and documentation for the Superintendent and Board of Governors at North Raleigh Christian Academy. Coordinate meetings, agendas, equipment and minutes. Prepares correspondences and reports. Assist the Board of Governors Secretary with minutes, correspondences, and maintaining the Policy and Procedures Manual. Ensures that Superintendent and Board of Governors are compliant with Policies and Procedures, Articles of Incorporation, Bylaws and other requirements. Serve as a member of the Superintendent’s Leadership Team and the Emergency Response Team.

Schedule Management:

Manages calendar, schedules, meeting materials and related requirements for Superintendent. Daily items include opened mail, staff and board birthday and anniversary cards with addressed envelopes, and thank you’s for donations with addressed envelopes.

People Management:

Conveys the organization’s strategic plan to staff, ensures that they understand their role in achieving goals and mission, fosters support to accomplish objectives and accept organizational decisions.

Board of Governors Responsibilities**:**

Manages Board schedules, meeting agendas, meeting minutes, material, travel, reporting and board website, etc. Ensures that meeting schedules are clearly documented and distributed to all board members; revises meeting schedules and communicates changes as necessary. Contacts board members by phone or e-mail to communicate important information in time-sensitive situations. Performs work at request of board such as preparing reports, communicating information, collecting information, etc. Independently initiates steps necessary to meet the requirements of the Policy and Procedures Manual, the Bylaws and the Articles of Incorporation.

Management of Correspondences and Reports:

Assist the Board Secretary; prepares both routine and ad hoc correspondences and reports for Superintendent and Board of Governors.

Information Management:

Manages information that comes to the Superintendent’s Office through mail, e-mail, fax, delivery, etc. Uses excellent judgment and confidentiality when opening and sorting mail. Prioritizes, discards and responds appropriately on behalf of Superintendent and Board of Governors.

Special Projects:

As assigned or identified independently, coordinates or engages in special projects related to the Superintendent’s Office or other areas of school and Board operations. Actively participate in most NRCA events/activities; encourage staff to do the same; represents the school well.

* Assists the Superintendent and High School Principal with senior events such as Junior-Senior Banquet, Junior-Senior Ring Orders, and Senior Invitations.
* Assists the High School Principal with the Junior/Senior Banquet.
* Designs all printed school publications and promotions.
* Oversee school website.