

## Reports to: Upper School Principal

### General Qualifications:

1. Evidence a mature personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. Possess a master's degree in educational leadership, or curriculum and instruction, or a related area
4. Licensure by a regional accrediting agency preferred.
5. Minimum of 3 years classroom teaching experience.
6. Minimum of 4 years experience as a school administrator (independent school preferred).
7. Evidence strong organizational, communication, interpersonal and technological skills.

### Primary Responsibilities:

1. Supervise the Prefect Program.
2. Plan, organize and execute upper school assemblies.
3. Create homeroom groupings and the design of the intended use of that time.
4. Supervise behavior management and disciplinary procedures.
5. Serve as chair of the Disciplinary Committee.
6. Manage responsibility of student clubs.
7. Coordinate annual textbook inventory.
8. Assist in the development of transition programs between middle school and upper school.
9. Act as a liaison and planner for senior class activities including senior lunches, senior privileges and senior gift.
10. Assist with the implementation of teacher supervision duties.
11. Facilitate with the principal ongoing and timely communication with students, parents, teachers, administration and trustees.
12. Assist the principal with staff development.
13. Coordinate support for student athletes and student thespians that do not meet academic expectations.
14. Partner with admissions to select student ambassadors, conduct prospective student interviews, plan activities to engage new students, and serve on the US admissions committee.
15. Assist the upper school principal in all aspects of student development, including overseeing all student conduct expectations and student discipline policies and procedures.
16. Monitor upper school buildings consistently on a daily basis.
17. Counsel with parents and teachers in a proactive manner concerning academics, social issues and discipline.
18. Maintain accurate records regarding student discipline.
19. Promote student/faculty and parent relations.
20. Develop team approach in all areas of the upper school.
21. Accept responsibilities for additional assigned duties deemed necessary by the upper school principal and head of school.

### Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling and exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence a teachable spirit and general willingness to learn and grow.
3. Evidence strong communication skills, both written and verbal.
4. Demonstrate adeptness at problem solving and conflict resolution.
5. Evidence strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life and school.
7. Evidence the ability to maintain confidentiality pertaining to school matters.
8. Evidence the ability to work collaboratively within a team.
9. Possess strong computer skills and familiarity with appropriate learning technology.
10. Have the ability to present a positive image of the school to others and to the community.

**Mission Statement:** Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.