



Position Description for
Academy Principal

North Heights Vision: **Find Faith. Discover Purpose. Live Eternal Significance.**

Led by the Holy Spirit, North Heights equips all people to find faith in Jesus, discover their God-given purpose and lead lives of eternal significance.

We are looking for staff to join us in this vision.

Title: North Heights Christian Academy Principal

Reports to: Senior Pastor and Senior Director of Finance and Administration

Employment Status: Exempt

Summary of Position: The NHCA Principal oversees all staffing, students, and affairs of the school

Imperatives:

- Integrate NHCA into the life of North Heights Church
- NHCA will have an excellent academic and spiritual environment
- Oversees annual student enrollment and alumni team
- Hire, motivate, support, pray with and encourage staff
- Review curriculum and oversee curriculum mapping
- The principal will develop excellent relations with NHLC and the community

Minimum Qualifications: Master's degree in education or related field

Duties/Areas of Responsibility:

- Be part of North Heights Sunday mornings when the school is involved in worship services, i.e. choir-speaking-leading Next Gen Service and other special events.
- Admits students into NHCA
- Supervises NHCA student educational progress
- Hires & supervises NHCA personnel & volunteers
- Oversees curriculum
- Oversees scheduling
- Prepare Annual Budget and monitor all financial matters
- Coordinates all public relations
- Comply with NHCA policies
- Adhere to staff core values
- Adhere to the Constitution and Bylaws of North Heights
- Establish and manage measurable quarterly goals that are in alignment with our vision
- Performs other duties as assigned that further the vision of North Heights

Knowledge, Skills & Abilities Required:

- Belief that Jesus is the one and only Son of God and the only name that can save a human being. Be filled with the Holy Spirit and demonstrate the use of spiritual gifts.
- A good grasp of the Bible and a belief that the Bible is the inspired Word of God
- Master's level courses in school administration, finances, special education, & school law
- At least five years of teaching
- Knowledge of GoogleSuites and school-based technology systems
- Excellent interpersonal and communication skills
- Maintain quality coaching, art, PE, reading specialist, music, instrument, 2nd language, drama, chapel, etc.

Optional but Desired:

- K-12 License or a willingness to work towards K-12 License