

## BRIDGE ACADEMY PRINCIPAL POSITION DESCRIPTION

**Position Title:** Bridge Academy Principal staff

**Salary Grade Level:** salaried non-ministerial

**Reports To:** Lead Pastor

**Prepared by:** Oversight Team

**Approved by:** Oversight Team

**Last Review/Update:** April 2023

**Date:** April 2023

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Direct Supervision of: All Bridge Academy Faculty and Staff.  
Works in Collaboration with: Bridge Academy Oversight Team

### SUMMARY STATEMENT

The Principal is to fulfill Kingdom Education by producing the next generation of spiritual leaders for the church, missions and societal leadership. As the chief administrator and supervisory leader of the school, the Principal is responsible for the leadership of all Bridge Academy functions, including the spiritual, academic, and financial integrity of the school. The Principal seeks to achieve academic excellence while maintaining strong biblical principles and the life-changing truths that serve as the foundation of Christian education. This person is also a key player in the relationship between the school, church, and community. This is a staff level position within Pole Creek Baptist Church.

### ADMINISTRATIVE DUTIES

It is the responsibility of the Principal to provide *spiritual leadership* to the school.

- To develop all forms as well as school management and services procedures (as outlined in the Bridge Academy Policy and Procedures manual and approved by the Oversight Team) for initial launch and thereafter,
- To cast a spiritual vision that focuses on fulfilling the vision of Kingdom education, training students to be academically excellent and spiritually mature to produce the next generation of Christian leaders throughout the world.
- The principal stimulates and nurtures a Christian atmosphere for the students of the Bridge Academy elementary program, with spiritual, academic, social, and intellectual excellence, and the integration of the Christian philosophy of Bridge Academy into the entire school program
- To shepherd children and families in the school so that we make, mature, and multiply disciples of Jesus Christ.
- To nurture and promote the spiritual growth of staff, students and families.
- To guide the school in a healthy and collaborative church partnership, working closely with the Elder Team and the Oversight Team of Pole Creek Baptist Church.
- To attend Pole Creek Baptist Church executive staff meetings.

It is the responsibility of the Principal to provide *academic and administrative leadership* to the school.

- To assume ultimate responsibility for the management and operation of the school in accordance with accreditation standards, federal and state laws and regulations, and school policies.
- To oversee the accreditation of all school levels with the appropriate accrediting organizations, currently ACSI and Cognia.
- To maintain a high level of competence in the field of education and school administration.
- To lead short and long-range strategic planning efforts and establish, measure, and hold accountable those responsible for progress in strategically vital areas.
- The principal ensures that all procedures and schedules are carried out to the fullest for the elementary school program. The principal is responsible for an overall, long range plan for the Bridge Academy's growth and educational development.
- The principal ensures that all procedures and schedules are carried out to the fullest.
- To develop and maintain a cost-effective organizational structure.
- To lead, equip, and empower the principals and all administrative and support staff.
- To develop and implement processes for professional development for all personnel.
- The principal oversees the coordination of the Bridge Academy within the legal, financial, and organizational structures. The principal will define responsibilities of each staff member and exhibit organizational activities for the Bridge Academy.
- The principal foresees and promotes activities that stimulate professional growth for staff members with the purpose of increasing the quality of the school curriculum and the education of each student.
- The principal supervises school goals for given subjects and class development, involving the faculty in the participation and interpretation of specific curriculum goals, in order to meet the needs of the school and to maintain high curriculum goals.
- The principal establishes, implements, and evaluates all procedures which are used to run the daily schedules of the school.
- The principal evaluates each faculty member by an instructional guideline to maintain an up-to-date teaching program. The principal supervises and appraises overall staff performance. The principal evaluates students' performance by maintaining current student data and testing guidelines, by supervising disciplinary actions outside the classroom teachers' duties, and by evaluating student disciplinary problems. The principal is responsible for disciplinary and/or other counseling of students. The principal establishes the lines of authority and enforces those guidelines.
- The principal is responsible for the orientation of new students and staff.
- The principal will identify all extra-curricular activities, field trips, projects, etc., and approve their programs. The principal will be responsible for overall planning of these activities and conclude the instructional and educational value of these programs.
- To develop, maintain and grow a list of prospective faculty.
- To seek to continually improve the quality of the academic program, including conducting a regular program of assessment through appropriate testing tools.
- To oversee the evaluation of instructional materials, including textbooks, technology, media acquisitions and other instructional materials.
- To encourage school administrators and faculty to develop strategies, techniques, and activities which reflect instructional diversity, alternatives, and flexibility.
- To maintain high standards of student safety, creating a nurturing, safe, friendly environment.
- To conduct and enforce discipline as necessary in accordance with school policy.
- The principal manages, directs, records and accounts for all school material and equipment which are school property and used to carry out school programs. The principal is responsible for the purchase of all necessary material and equipment for the school within budgetary parameters. The principal involves the staff in choosing and determining the use and priorities of educational and physical equipment available to the school.

The Principal is responsible for the *financial integrity* of the school through budgeting and increasing enrollment.

- To direct the development of the school's annual budgeting process.
- To implement appropriate financial controls.
- To monitor financial performance and lead contingency planning as necessary.
- To maintain enrollment at a high level by developing and maintaining a consistent, transparent and constructive dialogue with parents, students, and church leaders; implement strategies to promote a cooperative spirit among the school's personnel and parents to enhance the educational and social climate of the school; encourage meaningful volunteerism by all enrolled families.
- To attract new students by working with the Oversight Team to establish appropriate admission policies and procedures and ensure compliance with such policies and procedures develop and implement effective strategies to ensure the attainment of recruiting goals; expand the reach of the school through church and community partnerships; serve as the chief spokesperson for Christian education in our community.
- To take the lead role and personal responsibility for identifying, cultivating, and soliciting major donors.
- To facilitate and oversee the development and management of special projects and capital fundraising programs for the advancement of the school.

#### **POSITION REQUIREMENTS OR STANDARDS**

- Be a graduate of an accredited college or university with a Bachelors Degree, ideally with an emphasis in early childhood education or equivalent experience. A Master's Degree or willingness to pursue is a strong preference.
- Have three or more years of classroom teaching experience
- Have administrative experience in an educational setting with demonstrated leadership qualities.
- Hold ACSI Administrator Certification or be qualified for this certification.
- Be a professing Christian who will become an active member of Pole Creek Baptist Church or an active member of a church of like faith and thus in agreement with the doctrinal statements of the church.
- Have a demonstrated dynamic personal relationship with Jesus as evidenced by salvation and a mature walk with Christ.
- In accordance with I Timothy 3:1-7 and Titus 1:6-9, the Principal must be on a disciplined spiritual journey.
- Affirm the Pole Creek Statement of Faith and abide by the Code of Professional Conduct and Bridge Academy Vision Statement.
- Familiarity with the needs of elementary and preschool students.
- Strong leadership style with the ability to delegate responsibility.
- Supervision experience.
- Pro-active decision maker.
- Skill at interpersonal relationships.
- Demonstrate financial management literacy.
- Broad experience in educational theory and practices.
- Strong administration and communication skills.
- Value other team members while working in a team style organization.
- A well-balanced professional who understands the importance of maintaining proper family relationships, domestic and parenting skills and is able to balance family demands with professional demands.
- Capacity to think through consequences of actions and understand the effect on others of those actions.