

Description

Wesley Christian Academy located in the rolling hills and lakes of Clermont Florida is seeking a dynamic Christian Education leader to fill our Principal position. WCA is working towards accreditation by the Association of Christian School International.

Overview

The WCA Principal oversees the daily administrative and educational operations of the Elementary School that contains Early Childhood Education (ECE) through grade 3; and will be going up to grade 5 in two years. The Principal is hired by the Staff Parish Relations Committee of the First United Methodist Church (FUMC). Wesley Christian Academy is a ministry of FUMC. Candidates must be willing to work closely with the church as well as support the doctrines, philosophy, and vision of the church.

The Principal shall report regularly to the Senior Pastor and Business Administrator and shall attend the monthly WCA Board Meetings. The Principal shall maintain regular contact and good working relationships with the administrative team, WCA families, faculty, staff, students, and all related school organizations and vendors. The Principal shall also handle all matters of concern and dispute relative to ECE through grade 5. The successful candidate will have a passion for engaging staff and students in an active learning environment that accommodates multiple learning styles.

Spiritual Leadership

- The applicant must show evidence of an authentic and active Christian walk by a personal relationship with the Lord Jesus Christ and regular church attendance, personal prayer and Bible study.
- Actively hold forth the Mission, Vision, Philosophy, and Objectives of WCA (see <https://www.wesleychristianacademy.org>)
- Model integrity, responsibility, maturity, and respect for those in authority, all staff, students and parents
- Be a Christian role model for all staff, students and parents

Responsibilities

Administer and oversee general operations for WCA, including:

- Oversee class scheduling, teaching load, and classroom balance
- Supervise all school records for the WCA
- Supervise the production and regular review of Parent-Student Handbook
- Work with staff to prepare the annual Elementary School budget for submission to the WCA Board for approval
- Actively participate in implementing and monitoring the annual WCA budget and expenditures
- Initiate and maintain appropriate communications from the school to parents
- Prepare and deliver reports as required
- Resolve conflicts among students/parents/community members/faculty and staff
- Oversee student discipline in all aspects as outlined in the Parent-Student Handbook
- Act as an ambassador and liaison between the School and all relevant groups
- Oversee state funded scholarship reporting and requirement including Step Up and McKay scholarships.

Lead, encourage, support and discipline School faculty and staff, including:

- Plan and prepare orientation and in-service presentations
- Oversee and encourage faculty professional development
- Continually work with teachers to improve their performance
- Initiate and maintain appropriate meeting schedule and communications with faculty and staff
- Provide in-house conflict resolution, mediation and reconciliation
- Transmit faculty/staff concerns to the appropriate individuals or bodies
- Encourage faculty and staff spiritual renewal and growth
- Evaluate faculty and staff in accordance with the WCA Boards expectations
- Develop and implement performance improvement plans for faculty and staff as needed

Supervise programs at the Elementary School, including:

- Promotes a learning environment which is marked with excellence and enables students to reach their unique potential in Christ.
- Oversee all programs; authorize appropriate program changes
- Oversee all curriculum, including evaluating, approving, and upgrading all curricular and supplemental instructional materials; authorize appropriate curricular changes in accordance with school policy
- Work with Church staff on activities including chapels, ancillary programs, extracurricular programs, trips, and transportation
- Work with the Parent Teacher Fellowship committee
- Prepare and submit all accreditation reports (ACSI, UMAP, DCF) as necessary to maintain accreditations
- Interview families/students for admission, provide regular status reports to the WCA Board
- Other responsibilities as necessary and proper for the fulfillment of the WCA Mission, Vision, Philosophy, and Objectives of WCA as stated in the Board By Laws

Qualifications

- Minimum of Bachelor's Degree
- Master's Degree in Education or Administration preferred
- Must possess, or be willing to obtain, a Principal's certification through ACSI (Association of Christian Schools International).
- Three years' experience as an elementary teacher preferred, with experience as a principal or assistant principal strongly preferred.

Other Expectations

- Pass a background check
- 1st Aid, CPR training
- Possess computer skills in internet navigation and usage, word processing, spreadsheet software, and computer software applications to create, manipulate, and edit programs
- Excellent oral and written communication skills, with emphasis on presentation, interpersonal communication, and confidence in communicating with a variety of audiences ranging from students, faculty/staff, parents, volunteers, donors, school board, and external constituents.
- Must demonstrate skill in problem solving, time management, critical thinking, active listening, interaction and cooperation

- Expected to maintain excellent attendance and punctuality
- Skilled at managing projects, leading efforts and providing measurable results while fostering teamwork and collaboration among all constituents.
- Minimal travel required

Salary

Commensurate with education, experience, and credentials

Benefits

- The full cost of medical insurance through FUMC's group policy as described in the employee handbook
- 50% off tuition to WCA
- 33 days off annually, all school holidays will count towards those 33 day if the employee is absent from work.