

OKLAHOMA CHRISTIAN SCHOOL
HIGH SCHOOL PRINCIPAL SEARCH

START DATE: JULY 2024





OUR MISSION

Partnering with families in educating the whole person to glorify God.

OUR VISION

Through a Christian education, students will have the spiritual and academic foundation to step boldly into the world as Christian leaders, rooted in biblical truth, secure in their identity in Christ, and equipped to make disciples.

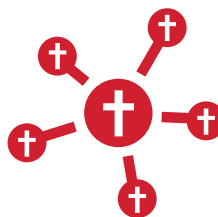
OUR CORE VALUES



**Spiritual
Formation**



**Academic
Excellence**



**Godly
Relationships**



**Purposeful
Co-Curriculars**





OVERVIEW

The high school principal serves as the key educational, spiritual, and cultural leader in the high school. The high school principal will shape the day-to-day implementation of the OCS mission, vision, core values, and strategic plan in the high school. The high school principal also plays a key role on the administrative leadership team, collaborating on overall operations and long-term strategic initiatives for the overall accomplishment of the OCS mission. The high school principal reports directly to the headmaster.

EDUCATION

- Masters degree in Educational Administration or related field
- ACSI administrative certificate or state administrative credential

EXPERIENCE

- Minimum of five years classroom teaching experience
- Minimum of three years experience in middle or high school administration

SPIRITUAL ATTRIBUTES

- A strong, clear Christian testimony
- Full support of the OCS Parent Covenant, Statement of Faith, Statement on Marriage and Sexuality, Statement on Diversity and Core Values
- A lifestyle of biblical integrity and Spirit-controlled living, serving as a Christian role model in attitude, speech, and actions
- Commitment to high ethical standards in all personal and professional matters
- A commitment to servant leadership
- Willingness to grow in an understanding of a Christian philosophy of education
- Responsive to counsel and leadership
- Actively involved in a local church
- Willing to resolve interpersonal conflict in a healthy, biblical manner
- Able to lead students spiritually



PROFESSIONAL ATTRIBUTES

- Strong management and leadership skills
- Motivated and energetic collaborator who enjoys working in a team environment
- Able to manage multiple priorities with emotional stability and optimism
- Flexible and responsive to change
- Excellent oral and written communication skills
- Strong interpersonal skills and the ability to communicate across a range of audiences
- Knowledge of current educational best practices
- Experience designing, implementing, supervising curriculum and instruction
- Experience recruiting, supervising, and evaluating faculty/staff
- History of building a Christ-centered, friendly, and welcoming school culture
- Commitment to hard work and creative problem solving
- A history of thoughtful innovation moderated by a skillful approach to change
- Professional appearance consistent with school policy

ESSENTIAL JOB FUNCTIONS

Spiritual and Cultural Leadership

- Serve as the spiritual leader of the high school, acting as a Gospel minister
- Develop a Christ-centered culture that is friendly, welcoming, and emotionally safe
- Develop and maintain positive rapport with students, serving as a relational role model
- Develop and foster trust-based, collegial relationships with faculty/staff
- Assist teachers in integrating a biblical worldview into curriculum and instruction
- Proactively develop trust-based relationships with parents
- Model victorious Christian living to students and families
- Communicate in word and deed the gospel message to students
- Periodically speak at chapel
- Lead staff devotions
- Model and help students to resolve conflict in a biblical manner
- Pray for students, parents, staff, and entire OCS community
- Work with faculty and staff to address the spiritual formation needs of the students
- Work with the spiritual formation director to design an effective chapel program
- Promote the active involvement of faculty and staff in all aspects of the school
- Participate, when able, in school mission trips



Academic Leadership

- Maintain an academic environment that is academically challenging, while meeting the needs of diverse learners
- Provide oversight of curriculum and instruction
- Provide oversight of the high school academic support program
- Oversee the relationships with colleges and universities providing dual-credit courses
- Evaluate faculty instructional practices
- Provide training and coaching of faculty in pedagogical best practices
- Understand and promote the integration of a biblical worldview in all aspects of curriculum and instruction
- Formally/informally monitor academic achievement through data collection and analysis
- Maintain current and accurate curriculum documents
- Oversee and direct adoption and purchase of new curricular materials and textbooks that align with a biblical worldview and the OCS mission
- Supervise college counseling director and program

Administrative Leadership

- Maintain an excellent working knowledge of all policies, procedures, and handbooks
- Recruit, hire, supervise, and evaluate faculty and staff
- Manage all high school office staff including the assistant principal and office staff
- Maintain confidentiality regarding student, staff, and parent information
- Design the high school daily schedule
- Lead faculty meetings
- Ensure the smooth operation of all high school committees and departments
- Assign and oversee all faculty duties
- Assign and oversee faculty class sponsors and STUCO sponsor
- Oversee Principal's Leadership Council
- Assist staff with maintaining academic credentials
- Cultivate professional and effective relationships with the administrative team
- Advocate for new ideas while inviting feedback
- Assist with general supervision and discipline of high school students
- Coordinate and implement professional development opportunities for faculty and staff
- Organize, lead, and assist with high school events and activities
- Promote and model effective communication between faculty/staff and parents
- Participate in admissions interviews and serve on the high school admissions committee
- Oversee high school parent/teacher conferences
- Oversee high school budget
- Coordinate with the facilities director to maintain clean, safe, and functional facilities
- Oversee planning and organization of the senior trip and other trips
- Serve as an administrator on duty at high school athletic events
- Serve as a member of the Board Education and Culture Committee
- Present annually to the OCS Board of Directors
- Support the broader program of the school by attending school events (Back to School Worship Night, Big Bash, Saints 5K, drama production, athletic events, band performances, Fine Arts Night, carnivals, etc.)
- Conduct end-of-year closing of school processes such as inventorying of textbooks, furniture, equipment, etc.
- Maintain all school technology (hardware and software) in accordance with established procedures and the Technology Use Agreement