**Umpqua Valley Christian School**

18585 Dixonville Road

Roseburg, OR 97470

**Vice Principal Job Description**

**Job Summary:**

The Vice Principal will assist the Head of School in administrative leadership focused on promoting student growth – spiritually, academically, emotionally, physically, and socially. Primary areas of responsibility include promoting a flourishing school culture, faculty and staff supervision and development, effective communication with parents, and assisting in other day-to-day matters at the discretion of the Head of School.

Primarily, the Vice Principal is responsible for leadership and oversight for all aspects of educational life in the Umpqua Valley Christian School. The Vice Principal is a biblically equipped and highly motivated educational leader with the ability to build relationships, solve problems and inspire continual individual and institutional growth toward the Mission and Core Values of UVCS.

**Salary:** $50,000 – $60,000

**Benefits:** $500 monthly stipend toward Insurance Benefits, free tuition for school-aged children

**Location:** Roseburg, OR

**Reports to:** Head of School

**Supervises:** Faculty and Staff

**Evaluated:** An annual written evaluation is provided by the Head of School.

**Essential Job Functions**

Organizational Leadership

* Have the ability to accomplish the goals and objectives assigned by the Head of School and

school policy.

* Provides leadership and oversight for all aspects of educational life.
* Supervise, assess, and monitor student performance using objective and verifiable information, including standardized, criterion-referenced assessments.
* Evaluate and supervise school personnel (faculty and staff) for the purpose of monitoring performance, providing professional growth, and achieving overall objectives of school curriculum.
* Develop and manage budgets based on program needs, enrollment, personnel, and other fiscal needs.
* Facilitate communication (oral and written) between personnel, students and/or parents for the purpose of evaluating situations, solving problems and/or resolving conflicts.
* Represent the school within community forums for the purpose of maintaining ongoing community support for educational goals and assisting with issues related to the school environment.
* Maintain an excellent working knowledge and practice of all policies, procedures, and handbooks.
* Administer the policies of the School Board and rules and regulation of UVCS.
* Provide an environment that is Christ-centered, safe, professional, academically challenging, and encouraging.
* Oversee the success of extra-curricular activities, school events, and activities.
* Manage the counseling and discipline of school students.
* Carry out school policy concerning student attendance policies and procedures.
* Encourage, develop, and support the staff and provide professional development opportunities.
* Effectively communicate with students, parents, faculty, and staff
* Participate in admissions interviews.
* Participate in school parent conferences.
* Assist teachers in maintaining ACSI certification and requisite credentials.

Curriculum and Instruction Leadership

* Provide oversight of school curriculum, instruction, and assessment in conjunction with the Head of School and School Board.
* Promote the integration of a biblical worldview in all aspects of curriculum, instruction, and assessment.
* Formally/informally monitor academic achievement/progress of students.
* Ensure curriculum documents are current and accurate.
* Lead teachers in the areas of planning, instruction, scope and sequence, and curriculum implementation through a Biblical Worldview.

Spiritual Leadership

* Ensure that a biblical, Christ-centered perspective is integrated into all aspects of the school.
* Disciple students both personally and through the school programs.
* Lead Christ-centered growth opportunities and themes with students and staff.
* Coordinate and institute strategies to develop Christian character in the faculty, staff, and students.

**Required Spiritual Qualities**

It is expected that the Vice Principal will …

* Have a clear testimony of his/her acceptance of Jesus Christ as personal Savior.
* Be a member in good standing of a local evangelical church.
* Be a Christian role model in attitude and speech toward others.
* Avoid promoting controversial doctrine with students, parents, or staff.
* State agreement with the school’s mission statement.

**Required Personal Qualities**

It is expected that the Vice Principal will…

* Demonstrate the character qualities of enthusiasm, love for children, courtesy, teach-ability, flexibility, integrity, gratefulness, kindness, perseverance, and punctuality both in and out of the school setting.
* Respectfully submit to proper authorities. This includes mutual Biblical submission to fellow administrators and staff and treating all students with respect.
* Maintain a personal appearance that is a Christian role model in cleanliness, modesty, good taste, and in agreement with school policy. These standards shall be upheld or applied when attending or representing any school function.
* Instruct and guide students in such a way that will lead to positive values, acceptable behavior, and self-discipline with a Christian emphasis.

**Required Professional Qualities**

It is expected that the Vice Principal will …

* Hold a master’s degree in education or related field of study.
* Possess a valid principal certification, or in the process of pursing certification.
* Possess 5+ years of teaching experience.
* Possess 2+ years of education leadership experience.
* Be ACSI certified or the ability to become certified.
* Possess a Biblical understanding of education and how that applies to the Christian school today.
* Have a working knowledge of classroom management, best practices, and diverse learning styles and teaching methods.
* Possess the ability to work under the supervision of the Head of School.
* Possess strong communication, both oral and in written.
* Possess interpersonal skills are required to establish and maintain effective working relationships with staff, students, parents, and community.
* Possess and maintain a valid driver’s license.

**Questions? Contact the HR Director at** [**hresources@uvcs.org**](mailto:hresources@uvcs.org)

**Mission Statement: To Partner with Parents to Educate & Disciple Students from a Biblical Worldview**

*Revised 2.8.24*