



Lake Mead Christian Ministries exist to make disciples through education and community.

Lake Mead Christian Ministries (LMCM) Minister- Secondary Principal (6th-12th grade)

Job Type: Full Time

Department: Academy

Reports to: LMCM Head of School

Job Summary: The Secondary Principal is an integral part of the Educational Leadership Team (ELT) in that he/she is responsible to make significant contributions to the success of the instructional program. The Secondary Principal provides spiritually focused educational and organizational leadership to the secondary academic program. This position's contribution to the ELT ought to inspire and lead the Academy's 6-12 operations, programs, budget, personnel, and environment in accordance with the direction and policies established by the Lake Mead Christian Ministries Head of School.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in the Church at Lake Mead.

Required Professional Qualities

- Hold a Master's degree from a postsecondary institution (preferably in Educational Leadership/Administration).
- Have a minimum of 5 years of successful classroom teaching experience, and 5 years of successful administration experience, preferably in a larger Christian school.
- Demonstrate a high level of computer literacy - proficient at minimum in word processing, spreadsheets, electronic calendar, database, email, and use of the internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the LMCM Head of School.

Required Personal Qualities

- Sign and live by the ministry's lifestyle statement as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train children" (Prov. 22:6).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.

Updated January 19, 2023

- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display friendliness and a good sense of humor.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the LMCM community.
- Place his or her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open to new ideas, initiatives, and concepts in education.
- Be a model of God's ideal for the instructional staff.
- Be committed to organized Christian education as evidenced by the enrollment of his or her own K-12 school-age children in this Christian school.
- Model excellence in interpersonal skills especially in collaboration as well as conflict management and conflict resolution skills.
- Demonstrate high emotional quotient (EQ) - self awareness, self-management, motivation, empathy, social awareness.
- Be committed to Christian education as evidenced by the enrollment of his or her own K-12 school aged children in this Christian school.

Essential Job Functions:

Academic Leadership

- Monitor the instructional skill and certification status of instructional staff. Ensure that all teachers provide quality instruction in the classroom.
- Manage and lead Secondary Dean of Students, Department Chairs, Secondary Instructional Staff.
- Ensure that school classrooms reflect a professional and Christian environment.
- Evaluate employees of the division by using formal and informal evaluation and by holding evaluation conferences for staff members.
- Have knowledge of the physical and emotional development of children and teenagers, and understand the problems they face.
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other principals and educators.
- Administer policy for classification, promotion, or retention of students in the school program.

Administrative Leadership

- Have the ability to accomplish the goals and objectives assigned by the LMCM Head of School and school policy.
- Meet regularly with instructional staff to ensure coordination of programs and prompt problem resolution.
- Provide leadership in planning the master schedule.
- Assist administration with the annual revision of the parent/student handbooks, employee handbooks, substitute teacher handbooks, the course description catalog, and other such items.
- Consistently implement school policies.
- Plan for adequate supervision of athletics and athletic events, in cooperation with the athletic director.

- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Meet with newly enrolled students and the parents of those students.
- Manage the program for substitute teachers, assuring assistance in successfully carrying out their responsibilities
- Assure that senior graduation and related year-end activities are well-planned
- Coordinate annual end-of-year inventory of textbooks, furniture, equipment, and other items for all classrooms, and keep adequate records of the same
- Assume all other duties and responsibilities as assigned by the LMCM Head of School

Governance

- Provide information and counsel to the Administrator on the educational challenges and procedures for the various levels of the school.
- Offer professional advice to the Board when requested on items requiring board action, with appropriate recommendations based on thorough study and analysis.
- Provide board reports on instructional issues, needs, and operations as directed by the LMCM Head of School.
- Provide input to the formation of the school's long-range strategic plan.
- Collaborate directly and frankly with the LMCM Head of School in earnest effort to resolve differences of opinion when they exist.
- Show support for board policy and decisions to the staff, parents, and public.

Personnel

- Provide input to the LMCM Head of School that will help establish, implement, and refine procedures for the recruitment, orientation, supervision, evaluation, and motivation of instructional personnel.
- Ensure that all instructional personnel have current written job descriptions.
- Work with the Dean of Students and collaboratively with the Director of School Counseling in matters concerning the secondary student's discipline, spiritual, and academic performance.
- Plan and implement staff development and in-service programs on and off campus for all secondary staff.
- Annually evaluate the 6-12 faculty and provide each employee with a written evaluation. Provide appropriate information to the LMCM Head of School regarding the evaluations.
- Ensure that all personnel files are current, treated with appropriate confidentiality, and adequately safeguarded.
- Make objective recommendations, with adequate supporting data, to the LMCM Head of School regarding cases of assignment, transfer, promotion, demotion, nonrenewal of contract, or dismissal.
- Develop and train a pool of competent substitute teachers and volunteers to ensure continuity of the school program.

Business and Finances

- Provide input to the LMCM Head of School for the development and implementation of the school's long range financial plan.
- Provide input to the LMCM Head of School for the annual budget as related to the 6-12 division for which he or she is responsible.
- Oversee and manage the 6-12 school's budgetary expenditures and procedures.

Compensation Scale*: \$68,000 - \$77,000

Updated January 19, 2023

Benefits:

- *Qualifies for tax benefits
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay