



Title: Logic and Rhetoric School Principal

Reports to: Head of School

Spiritual Qualifications:

- Have received Jesus Christ as his/her personal Savior and believe that the Bible is God's Word and standard for faith and daily living.
- Possesses personal humility.
- Be a Christian role model in attitude, speech, and action toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Be a Christian who is, and will remain during the period of employment, an active member of a Christ-centered church, growing in his/her Christian relationship with God, and actively practicing and exhibiting Christian principles of the Christian faith.
- Be spiritually mature and consistently maintain a daily devotional and prayer life.
- Lead, in a godly manner.
- A credible parent whose children are under control, respectful, and obviously loved.
- A success in maintaining healthy, harmonious relationships in and out of the home.
- An overseer who has the ability to see the big picture and evaluate policies and actions considering the UMS vision.
- A communicator who can effectively teach, motivate, and impart UMS principles.

Preferred Professional Qualifications:

- Bachelor's degree in Education or a related field (Master's degree preferred).

Qualifications: The person selected for this position must be a sensitive and mature individual who is able to relate well to both children and adults. This person must be flexible, decisive, and resilient, committed to fulfilling duties in alignment with Alliance Christian Academy's education and doctrinal philosophy. Additionally, the candidate should possess:

- Demonstrated leadership experience in an educational setting, with a strong knowledge of curriculum development and instructional best practices.
- Ability to communicate and relate well to students, parents, faculty, and staff while maintaining a professional and approachable demeanor.
- Ability to work in an environment that supports direct communication, peer accountability, and collaborative decision making
- Ability to think and plan strategically and creatively
- Ability to supervise and manage multiple functions and activities
- Ability to work independently with little supervision
- Ability to motivate, influence and lead others
- Exhibits high moral character and personal habits
- Excellent written and verbal communication skills
- Collaborative spirit
- Ability to attend a variety of school events outside of normal school hours

Position Summary: The Logic and Rhetoric School Principal is responsible for the direct supervision of the

Updated May 2025

campus faculty and staff from 5th grade through 12th grade, the daily operations of the Logic and Rhetoric Schools and the implementation and enforcement of schoolwide policies and procedures as they relate to the campus. The Logic and Rhetoric School Principal works closely with the school faculty and staff, administrative employees, parents, and students to achieve a climate that fosters collaboration and academic excellence in a Christ-centered environment.

Spiritual Leadership:

- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, wholesome, and loving.
- Ensure that school classrooms reflect a professional and Christian environment
- Respect professional ethics that require confidentiality concerning the sharing of information about students, parents, or staff.
- Possess the ability to interact effectively with school constituents and community entities.

Essential Job Functions: Serving as a member of the Leadership Team, the Logic and Rhetoric School Principal may be assigned to oversee or assist in any number of areas outlined below.

Faculty and Staff

- Recruit, onboard, and mentor new and returning faculty and staff for approved positions to meet the needs of the school in collaboration with school administration
- Assist in recruiting, training, and managing a pool of competent substitute teachers and volunteers.
- Schedule classes and electives, maximizing the utilization of instructor gifts and experience
- Ensure faculty/staff compliance with overall Alliance Christian Academy specific guidelines
- Evaluate faculty/staff evaluations at the school level
- Identify and communicate professional development needs to employees, Director of Curriculum and Professional Development, and Head of School
- Seek input from the Department Chairs and Director of Curriculum for faculty evaluations and hires if needed
- Maintain a visible presence in classrooms and on campus to support an orderly and consistent learning environment.

Admissions / Enrollment

- Determine enrollment or reenrollment (within specified guidelines) in coordination with the Registrar
- Conduct personal interviews with every student and family
- Support the transition to ACA for new families and students in collaboration with the Family Ministries Director
- Participate in admission events at the school

Families and Students

- In collaboration with the Family Ministries Director and Head of School, plan and oversee parent orientation, parent trainings, and other events to support parents in their role as the primary educators of their children
- Maintain responsibility for communication of overall campus activities and directives to families of students within the school
- Address academic, discipline or communication issues that arise with families of students within the school
- See that teachers are communicating daily assignments and scores to all the families of students within the school
- Oversee the faculty's maintenance of the student academic records to facilitate the publishing of quarterly grade reports

- Place academic or discipline holds on student accounts that require further communication before reenrollment
- Supports the Family Ministries Director in communicating and disseminating information regarding the activities and events of the PAC organization, ensuring protection of academic time and overall grammar school schedule.

School Operations

- Collaborate with the Head of School to set and achieve strategic goals for the Logic and Rhetoric schools.
- Collaborate with HR and admissions department to determine what class sections to offer, when to add or close additional sections and when to cancel elective offerings
- Oversee the Learning Lab department in determining and implementing student placement, evaluations, services, and programs to meet the needs of individual students.
- Develop faculty, staff, and student schedules to balance the financial stewardship responsibility of the school, the educational and safety needs of the students, and the abilities and desires of the employees
- Assist in the development and is accountable for the achievement of their portion of the annual budgets for the school
- Implement and enforce the requirements, policies and procedures designated to the School Principal in the Employee Handbook, the Parent and Student Handbook and the Crisis Management Plan
- Review and approve quarterly report cards
- Oversee the Junior Project program for juniors on campus.
- Manage and oversee the Dual Credit program.
- Collaborate on safety protocols and serve as a member of the school's safety team.
- Guide the development and integration of classical methodologies, aligning the school's approach with classical education principles.

Curriculum

- Provide input to the Director of Curriculum and Professional Development
- Ensure that the approved instructional program (plan, scope and sequence, schoolwide assessments and goals) is fully implemented
- Encourage teachers to cooperate and adhere to the instructional program
- Support faculty that are Department Chairs (as applicable)
- Support the Director of Curriculum and Professional Development in creating the annual curriculum guide, as requested

Communication

- Maintain a calendar to communicate important school events
- Provide weekly communication to families to encourage a sense of community while also providing important information and reminders about future events
- Ensure timely and effective communication with faculty/staff
- Host monthly faculty meetings
- Address communication issues between faculty/staff and families
- Provide content for schoolwide communication as requested