



Sycamore Campus – Principal

- Position Reports To: • Superintendent
- Position Status: • Full-time, exempt, at-will, administrative
- Position Requirements: • Type 75 (or comparable) Certificate
• Middle/High School teaching experience
• School administration experience; principal experience preferred
• Commitment to non-denominational biblical philosophy
• Excellence in written and oral communication
• Exhibits servant leadership
- Character Description: • Acknowledge Christ as Savior and seek to live as His disciple
• Believe the Bible to be inspired, inerrant Word of God
• Actively support ACS Statement of Faith
• Be a Christian role model in attitude, speech and actions and live by the ACS Lifestyle Agreement
• Actively participate in a local Bible-believing church
• Be an encourager and self-starter with high energy

Position Overview

The Principal is responsible for positively representing the school to the community and parents; effectively leading the faculty and staff; overseeing student life, discipline, and the educational program; and maintaining a positive school culture.

Position Responsibilities

Primary Oversight

Serve as primary leader of the Sycamore Campus programs and culture
Coordinate with district leadership for state safety and educational regulation compliance
Coordinate faculty and support staff hiring and supervision with HR assistance
Make final review of all admissions decisions
Supervise course offerings, master schedule, and daily schedules
Coordinate and supervise extracurricular clubs/offerings to students
Coordinate with Leadership Team to establish healthy, “whole school” approach
Communicate effectively with parents both proactively and responding to concerns
Provide and supervise effective and periodic communication to parents and students
Coordinate and lead program events (open house, PTC, awards, chapels, PS graduation, etc.)
Represent or coordinate leadership at all appropriate school events
Implement, review, and recommend revisions as needed to Sycamore Handbook policies

Faculty and Staff Supervision

Supervise, coordinate, and evaluate faculty and support staff
Implement consistent formal and informal faculty observations
Assist Leadership Team in providing consistent faculty professional development
Work with faculty to consistently assess and improve instruction
Coach faculty through growth and correction as needed and manage effective faculty conflict resolution
Provide oversight of academic guidance and handbook policies
Provide oversight of services to special needs students (IEPs, Resource, etc.)

Student Management

Supervise management of student culture, academic progress, student behavior, and attendance
Issue disciplinary consequences, manage behavior contracts, and facilitate disciplinary hearings
Initiate academic or disciplinary probation and make recommendations for dismissal when necessary
Provide biblical counsel to struggling students
Assist students in conflict resolution

Miscellaneous

Collaborate with Advancement Department for admissions and retention efforts
Collaborate with Director of C&I for oversight of curriculum and instructional planning
Collaborate with staff, Parent Connect, and families for volunteerism

Other duties as deemed necessary/appropriate by the Superintendent