



3980 Gum Branch Road, Jacksonville, NC 28540 • (910)938-7017 • www.lwcs.net

Living Water Christian School: Middle & High School Principal

The Middle/High School principal serves in multiple capacities, with the most important role being that of advocate and mentor for staff and students.

Essential job functions:

- Serve as a spiritual head for the school.
- Serving the staff and students at the school.
- Assist in the day-to-day functions of the school to insure a productive and organized environment is maintained.
- Handle student discipline, as well as instances of student probation. The principal is to communicate with the administrator all decisions regarding disciplinary actions and probations.
- Oversee and maintain positive discipline while ensuring that discipline is consistently maintained within biblical guidelines.
- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletic events, and other presentations.
- Conduct teacher observations and provide relevant feedback and support for all 6th-12th grade teachers, as well as resources to assist the growth of all staff members.
- Assist in the coordination and planning of professional development activities and exercises, as well as leading professional development sessions.
- Hold conferences as necessary with students, staff, and family members to address concerns, highlight successes, and foster growth behaviorally and academically.
- Provide the school environment with appropriate rules, structure, and procedures in which staff, students, and volunteers can function efficiently, effectively, and productively.
- Be available to communicate and meet with prospective new students and their families and oversee the process of enrolling them at Living Water Christian School.
- Conduct required emergency safety drills.
- Hold MS/HS staff meetings.
- Coordinate science fair planning with the assistance of the science department chair.
- Assist with the planning and supervising of Prom.
- Secure substitutes for all teachers in need of leave. This is only to be done following the receipt of an approved leave request from the administrator.
- Evaluate all field trip, party, volunteer, or guest speaker requests and consult the administrator if any trips are outside Onslow County. Approved trips should result in a copy of the approval provided to the teacher and the administrator.
- Serve on the School Improvement Committee as a voting member and second in authority to lead meetings in the absence of the administrator.
- Standardized testing - ordering, processing, and posting to portal.
- Has a general understanding of all curricula used and is responsible for all curriculum orders.
- Working alongside the Administrator and Athletic Director to ensure athletes remain in good academic standing.

Skills

- Proficiency with Microsoft Office tools and web-based applications is essential
- Ability to multitask in a fast-paced environment
- Good interpersonal skills and attention to detail
- Excellent communication skills, both oral and written
- Customer focused approach
- High degree of flexibility
- Demonstrated ability to work well in fast paced team environment

Job Type: Full-time

Salary: Based on Experience and Education

Benefits: 12-month contract based on experience
2-week paid vacation
All school holidays except summer

Schedule: Monday to Friday; some evenings

Location: Jacksonville, NC 28540: Reliable commute or planning to relocate before starting work (Required)

Experience: Teaching: 3 years (Required)