



Assistant Principal Job Description

Reports to: Middle School Principal

Job Summary:

The Middle School Assistant Principal will be a Christian who will oversee the daily student component including attendance, dress code, and discipline. He or she must have demonstrated skill in supervising teachers and in helping students succeed academically and socially. The Assistant Principal will work cooperatively under the direction of the Principal. His or her primary goal is to ensure the Middle School division is successful in helping inspire students to learn the knowledge and skills needed, contributing to their development as mature Christians, consistent with The First Academy philosophies, vision and mission statement.

Essential Job Functions:

- Your service at The First Academy is a ministry. In your ministry role, it is imperative that you understand the importance of embracing a Christian Worldview and being an ambassador for the Gospel. The Baptist Faith and Message of 2000, The First Baptist Church of Orlando, and the School's Statement of Faith outlined in Article III of its By-laws are the guidelines of Biblical interpretation and application to social and lifestyle issues at The First Academy. As an employee of The First Academy, you agree to minister and to be a role model to students and others within these guidelines.
- Promotes strong lines of communication between all divisional stakeholders
- Ensures that best practices, formative assessments, data-driven planning, and integration of technology are used to enhance student learning
- Responsible for regularly observing and teaching faculty and providing positive and constructive feedback
- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher-child or child-parent relationships.
- Demonstrate the spiritual maturity, academic ability, and personal leadership qualities to inspire student learning, including the understanding of the knowledge and characteristics of the age group taught.
- Actively participate in extracurricular activities in support of school initiatives. This position also requires coaching a sport at The First Academy.

Required Qualifications and Experience:

- Evidence a mature personal Christian faith consistent with the First Academy Statement of Faith including being a born again Christian, active Church member, exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling
- Demonstrate an understanding of and a commitment to the distinctive qualities of Christian education
- Feels called by God to the teaching profession and educational administration
- Present a positive image of the school to others and to the community
- Recognize and assist parents to have primary responsibility before God for their children's education
- Ability to maintain an appropriate work/life balance
- Demonstrate strong problem solving and conflict resolution skills, incorporating the appropriate level of diplomacy and tact
- Possess solid communication skills, both written and verbal, strong organizational skills, ability to finish tasks in a timely manner and effectively partner and collaborate with others
- Ability to maintain confidentiality pertaining to school/student matters
- Experienced with using technology in a classroom environment, preferable Apple product
- Possess a bachelor's degree from an accredited institution, preferably in Education, with an emphasis in the area of instruction, or a related area (master's degree preferred)

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Consistent attendance is a job requirement.